

Tenant Handbook and Emergency Response Plan



**2030 Main Street, Irvine, California 92614
(949) 476-1631**

Tenant Handbook and Emergency Response Plan

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I: INTRODUCTION

WELCOME!

We welcome you to **2030 Main Street**. We know that you will find it a unique and exciting place in which to work within Irvine's business community. This handbook will provide information about the management and operations of 2030 Main Street. We are committed to providing our customers with the highest level of service and personal attention this industry has to offer. We feel privileged that you have chosen 2030 Main Street and look forward to a long and pleasant relationship. Please feel free to call on us whenever you feel we can be of assistance to you.

II: THE MANAGEMENT COMPANY

CBRE, located at 2030 Main Street, Suite 225, Irvine, California 92614 is responsible for the management and leasing of 2030 Main Street. For your convenience, the following is a listing of telephone numbers and areas of responsibility should you need to contact us for any reason:

Property Management (949) 476-1631

(Security, moving, parking, directory, keys, emergencies, special requests, etc. Office hours are generally 8:30 A.M. to 5:30 P.M., Monday through Friday).

Tenant Service Calls (949) 476-1631

(24-hour service line for janitorial, maintenance, repairs, HVAC etc. The maintenance staff is typically on-site 8:00 A.M. to 5:00 P.M., Monday through Friday and are available for emergencies, on Holidays, and on weekends by request or as needed).

Accounting (949) 476-1631
(Billing inquiries, etc.)

Marketing (949) 476-1631
(Leasing, expansions, renewals)

III: EMERGENCY NUMBERS

24-HOUR SECURITY (949) 261-8740

Other Emergency Numbers

Ambulance, Fire, and Police (911)

Police	(949) 724-7000
Fire Department	(949) 744-0400
Ambulance	(949) 744-0400
Hoag Hospital	(949) 764-4624
Mission Hospital	(949) 364-1400
Poison Control	(800) 222-1222

IV: TENANT INFORMATION

Cleaning Services

Good housekeeping is a very important part of our building operation. Cleaning services are provided on a contract basis Sunday – Thursday beginning at approximately 6:00 p.m. Monday through Thursday and 9:00 a.m. on Sunday. These schedules may change as circumstances warrant and when certain holidays occur. We want to know when the service is not satisfactory so that appropriate corrective action can be taken. When mistakes are noticed, please call the Service Coordinator (949) 476-1631.

Any trash to be removed by cleaning personnel, with the exception of the usual wastebaskets, must be clearly marked “TRASH.” The cleaning personnel are not required nor expected to remove large packing cases or boxes. Special arrangements must be made for such removals. Large packing cases or boxes to be disposed of should not be placed in the corridor unless by instruction from the Service Coordinator. Care should be taken by office personnel to place on or in the wastebaskets only that which is to be discarded, as retrieving discarded items is usually impossible.

For proper cleaning service, we suggest all loose items, papers, etc., be removed from desktops each night, as the cleaning personnel are instructed not to disturb materials on desktops. Requests for extra or special cleaning should be made, in writing, to the Property Management Office.

Maintenance/Operations

The building maintenance staff is always ready and anxious to serve your needs. Please note, however, the maintenance personnel are neither permitted nor equipped to move furniture, hang blackboards, pictures, etc.

An engineer is typically on duty during regular office hours. The normal operating hours of the building are 8:00 a.m. to 5:00 p.m., Mondays through Fridays. The building will be closed to the general public at all other times and on national holidays. The six nationally recognized holidays are observed on the days set by the federal government. These are:

New Year’s Day	Labor Day	Memorial Day
Thanksgiving Day	Independence Day	Christmas Day

Should you require building service beyond normal operating hours, a request should be made, in writing, to the Property Manager at least forty-eight (48) hours in advance. There is an hourly charge for certain after-hours requests when building personnel are required to be on-site.

Service Calls (949) 476-1631

On-Line Work Order System

2030 Main uses the Angus work order system so that our customers can easily create and track work orders from their desktop. Please visit www.2030mainstreet.com and click on **Tenant Work Orders** on the bottom of the screen. An “app” for certain cell phones is also available.

To better serve you, we ask that a person within your office be designated as the contact person to report any service request, such as temperature control, electrical, janitorial, security, etc. This coordination will avoid duplicate requests. The Service Coordinator will then prepare a report based on your call, distribute each service call to the appropriate maintenance personnel, who in turn will respond to your call as soon as possible. This number will typically be answered at 2030 Main Street, Suite 225, Irvine, California 92614, Mondays through Fridays from 8:00 a.m. to 5:00 p.m. After hours and on weekends, security will take the call and relay any emergencies to the proper personnel. Non-emergency calls during off-hours will be handled the next business day.

Space Alterations of Tenant Premises

Requests for alterations or additions to your premises should be made, in writing, to the property management office before adjustments are made. (For example, everything from electrical, to telephone outlet changes, to partition changes, etc.) For convenience, we ask that all Tenant requests be coordinated through one person designated by your office as the Tenant contact.

Mail Service

Mail incoming and outgoing boxes are located in the service corridor off the main lobby. The property is also served by Federal Express and UPS with drop boxes located in the service corridor off the main lobby, and a Norco Delivery Service box is located in the parking structure.

Keys

Additional suite keys may be obtained by written request to the property management office at a nominal cost to you. Tenants shall not make duplicate keys. Lock changes must be requested, in writing, to the property management office and will be at the Tenant's expense. All keys provided to the Tenant must be accountable at the time of moving out. In the event all keys are not returned upon move-out, Tenant must pay for lock change.

Copier/Computer Electrical Requirements

Special wiring and/or outlets are often required for many copier and specialized computer equipment. Special requirements should be determined at the time of purchase and the Property Management Office notified in order that this work may be scheduled and completed when equipment arrives.

Special Events

Notify Property Management at least forty eight (48) hours before any special large events such as open houses, parties, large meetings, etc., occurring in your suite after 6:00 p.m. so that security, cleaning and building operations can be coordinated with you.

Parking

Convenient and adequate parking is provided for the use of Tenants, their employees, and visitors.

Handicapped spaces are provided for the disabled, in accordance with state law. Any person who parks in these spaces without the required sticker is violating the law and is subject to a ticket and fine from local police. Handicapped stickers may be obtained from any motor vehicle office.

Certain areas must be kept clear for proper traffic flow and for emergency vehicles.

Parked cars must be kept clear for proper traffic flow and for emergency vehicles.

Cars parked in the following areas are subject to being towed, at the owner's expense:

1. Visitor parking if not a visitor to 2030 Main Street
2. No parking zone
3. Fire lane
4. Traffic lane
5. Handicapped space without a state approved handicapped sticker
6. Tow away zone
7. Reserved space
8. Unlined area
9. More than one space per vehicle
10. Time controlled space for longer than allowed time

Rental Payment Policy

Your monthly rent is due on or before the first day of each month. Checks should be made payable to **Third Avenue Investments, LLC**, and mailed or delivered to PO Box 25717, Dept. 400, Salt Lake City, Utah 84125. If your payment has not been received at the designated location by the date so noted in your lease, a late penalty will be assessed. The foregoing applies to all lease agreements, unless your lease specifically states otherwise.

You will be invoiced for special billings, which may arise during your tenancy.

Should you have any questions concerning this policy, please contact your property manager at (949) 476-1631. We will be happy to assist you.

V: ELEVATORS

All elevators are equipped with emergency bells and telephones. In the event of an elevator malfunction, the emergency bell can be rung by pushing the designated button in the elevator. Help can also be summoned by the **Help – Push to Call** phone button on the left side of the elevator cab. The phone will automatically dial Schindler Elevator who will dispatch a repairman (if necessary) and notify 24/7 on-site building security.

VI: SECURITY

The building currently maintains on-site security 24 hours per day, seven days a week. Security is contracted with an outside vendor, which supplies trained, uniformed, and unarmed guards for the building.

During the day shift, the security guard patrols interior and exterior common areas and the parking garage. In the evenings, legal holidays and weekends, security personnel typically assists Tenants and vendor working in the building, and patrols interior and exterior common areas.

The Building is also locked at 6:00 p.m. Building Tenants who are allowed access after Building hours must use the provided security access card to enter the building and use the elevators.

A proximity card access system is used in the Building. The system will control the building's perimeter doors and elevators.

A card will be issued to each authorized Building occupant, thereby allowing that person to enter after hours without waiting for the security guard to unlock the doors.

The system selected allows a high degree of flexibility in programming; convenience, in allowing the card to be read 2" to 4" from the reader and through purses or wallets; and in security by automatically printing a list of each user entering the building after hours and limiting access to authorized floor/s.

SECURITY CHECKLIST

Good security starts with you, the Tenant. By answering, "yes" to these questions, you are following simple procedures, which may help protect your property.

- | | YES | NO |
|--|-------|-------|
| 1. Do you restrict office keys to those who actually need them? | _____ | _____ |
| 2. Do you have adequate procedures for collecting keys from terminated employees? | _____ | _____ |
| 3. Do you restrict duplication of keys except for those specifically ordered by you in writing? | _____ | _____ |
| 4. Are filing cabinet keys accounted for and are filing cabinets locked at night? | _____ | _____ |
| 5. Do you record all office equipment serial numbers (i.e. typewriters, calculators, etc.) to maintain correct identification, in case of theft or fire? | _____ | _____ |
| 6. Do you deposit incoming checks and cash, so that you don't have large sums of money in the office overnight? | _____ | _____ |
| 7. Do you have desk tops clear of important working material that should be safeguarded when you leave work? | _____ | _____ |
| 8. Is the reception area attended when personnel are away from the area? | _____ | _____ |
| 9. Do personnel leave their purses or other valuables in drawers or cabinets that are locked rather than open areas? | _____ | _____ |
| 10. Are small radios and personal items secured at night? | _____ | _____ |
| 11. Do you report solicitors or any suspicious persons to the office? | _____ | _____ |
| 12. Do you challenge any unknown person in your suite by asking, "May I help you?" | _____ | _____ |
| 13. Is one person responsible for ensuring that entrance doors to your space are secured after employees have left at the end of the working day? | _____ | _____ |
| 14. Do you secure your petty cash/postage, etc., away from the reception area and keep its location restricted to those who must have access to it? | _____ | _____ |

Respect your security systems and procedures. Set the precedent in your office and follow these few simple safeguards. Failure to do so could be potentially costly, not only to your company, but to yourself and fellow co-workers.

VII: EMERGENCY PROCEDURES

An emergency response plan has been developed for this facility. Each Tenant should receive a copy of this plan at the time of move-in. Please take the time to review this plan with your employees. A representative of the property management, security or engineering team would be happy to attend a meeting to further explain the planned response to emergencies.

Tenant Safety Wardens

For building evacuation purposes, each Tenant in the building is requested to submit up to two (2) names for each multi-Tenant floor, and three (3) names for each full Tenant floor. One of these people is to be designated the “safety warden”, and the others as supporting “alternatives”. Also, these people need to be people who work in the building the majority of the time.

Please submit their names on the space provided below, including your firm name. If you occupy more than one floor, please attach a separate list of names. We encourage full participation in this program, and thank you for your cooperation.

Should you have any questions, please feel free to contact the office of the building.

Firm: _____

Floor: _____

Firm warden: _____

Alternate #1: _____

Alternate #2: _____

Alternate #3: _____

(Where applicable)

Emergency Numbers

Should it be necessary to contact your firm after business hours, would you please provide us with the names and home telephone numbers of three representatives we could contact in case of an emergency.

	<u>Name Home</u>	<u>Telephone</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

VIII: MOVING POLICY

The following rules pertain to moving furniture, equipment and supplies in and out of our buildings.

ANY MOVERS WHO DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE:

1. Move-ins of large quantities of furniture, equipment or supplies (as determined by Landlord) must be accomplished after 6:00 p.m. and before 7:00 AM Monday through Friday and anytime on weekends or holidays and must be coordinated through the property manager at least seventy two (72) hours prior to the move.
2. Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite should be at least one-fourth inch thick. All sections of Masonite should be taped to prevent sliding.
3. The mover must provide and install protective coverings on all vulnerable corners, wall door facings, elevator cabs, and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.
4. Never stick duct tape onto the floors, walls, door jams, or doors.
5. The Tenant must make arrangements with the property management office for use of the freight elevator for each move. A firm arrival time will be established.
6. The moving company must schedule a time following the move to pick up all discarded boxes and other packing material.
7. There will be no smoking inside of the building by any employee of the moving company
8. All moving company employees should be in an identifiable uniform or wear some form of badge identification.
9. The moving company must carry insurance coverage and adhere to the requirements and restrictions as noted on the following **Moving Company Insurance Requirements and Policies** form. We recommend that you provide your moving company with this information well before your move is scheduled to take place.
10. Disposal of moving crates or large boxes will be the responsibility of the Tenant. As previously stated herein, no large crates or moving boxes can be discarded in the dumpsters. Small to mid-size boxes, however, may be disposed of in the dumpster, provided the boxes are first broken down.

MOVING COMPANY INSURANCE REQUIREMENTS AND POLICIES

2030 Main Street, Irvine, California
(949) 476-1631 (949) 261-1447 (fax)

Insurance Carrier

Insurance Carrier must have ratings of Best’s Insurance Guide, A-/X or better, and admitted to engage in the business of insurance in the State of California.

Commercial General Liability

1,000,000	Property Damage	1,000,000	Bodily Injury per Person
2,000,000	Each Occurrence	2,000,000	Annual Aggregate

Automobile Liability

1,000,000	Bodily Injury & Property Damage Combined Single Limit per Accident
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Umbrella/Excess Liability

3,000,000	Each Occurrence	3,000,000	Aggregate
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Worker’s Compensation and Employer’s Liability

1,000,000	Each Accident	1,000,000	Disease-Policy Limit
1,000,000	Disease-Each Employee		

Please submit a Certificate of Insurance naming the following as Additional Insureds:

Third Avenue Investments, LLC *and* The Praedium Group, LLC *and* CBRE, Inc.

IN ADDITION, CG20101185 and CG20370704 ADDITIONAL INSURED ENDORSEMENT MUST BE ATTACHED TO THE CERTIFICATE.

Certificate Holder

Third Avenue Investments, LLC *and* The Praedium Group, LLC *and* CBRE, Inc.
2030 Main Street, Suite 225, Irvine, California 92614

Masonite Requirements

Masonite or plywood floor protection must be provided in two (2) locations: from the freight elevator to the suite entrance, as well as the length of the ground floor Freight Elevator corridor.

Moving Time Restrictions

Please be advised that the move must be completed prior to 7:00 a.m. and must not begin before 6:00 p.m. Monday through Friday. Anytime Saturday or Sunday is allowed. The Management Office must be notified of the move at least 72 hours prior to the move.

Email Certificate to Emily De Laquil at emily.delaquil@cbre.com. If you have any questions, please contact me at (949) 476-1631.

IX: RULES AND REGULATIONS

1. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed or printed or affixed on or to any part of the outside or inside of the building without the written consent of Landlord first, and Landlord shall have the right to remove any such sign, placard, picture, advertisement, name or notice without notice to, and at the expense of, Tenant.

Tenant shall not place anything, or allow anything to be placed, near the glass of any window, door, partition, or wall which may appear unsightly from outside the leased premises; provided, however, that Landlord will furnish and install a building standard window covering at all exterior windows. Tenant shall not, without prior written consent of Landlord, cause of otherwise sunscreen any window. Additionally, Tenant will ensure that all window blinds are kept down and shall not otherwise secure them so they remain up.

2. The sidewalks, halls, passages, exits, entrances, elevators, and stairways shall not be obstructed by any of the Tenants or used by them for any purpose other than for ingress and egress from their respective leased premises.
3. Tenant shall not alter any lock or install any new or additional locks or any bolts on any doors or windows of the leased premises. Under no circumstances shall Tenant allow any person or persons, not in the employ of Tenant, to use or have access to keys to the leased premises or of the building of which the leased premises is a part. Furthermore, Tenant, on termination of its tenancy, shall deliver to Landlord all keys that are furnished to Tenant or that Tenant has made. In case of loss of any keys furnished by Landlord, Tenant shall pay the cost of replacing such keys to Landlord. Landlord shall supply Tenant with two keys to Tenant's leased premises, and additional keys will be at Tenant's expense.
4. Tenant shall not mark, drive nails, screw, or drill into the partitions, woodwork, or plaster, or any way deface the leased premises, without Landlord's approval; however, Tenant may hang pictures in reasonable quantities and of reasonable weight.
5. The toilet rooms, 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 therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant, who, or whose employees, shall have caused it.
6. Tenant shall not overload the floor of the leased premises or in any way deface the premises or any part thereof.
7. No furniture, freight or equipment of any kind shall be brought into the Building without prior notice given to the building office, and any moving of same into or out of the building shall be coordinated with the size and position of all safes and other heavy equipment brought into the building, and also the

times and manner of moving the same in and out of the building. Safes or other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property from any cause and all damage done to the building by moving or maintaining any such safe or other property shall be repaired at the expense of Tenant.

8. No cooking shall be done or permitted by Tenant on the leased premises unless approved by Landlord, nor shall the leased premises be used for the storage of merchandise, for washing clothes, for lodging, or for any improper, objectionable or immoral purposes.
9. Tenant shall not use or keep in the leased premises or in the building, any kerosene, gasoline or inflammable or combustible fluid or material, or use any method of heating or air conditioning other than that supplied by Landlord.
10. Tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the leased premise, or permit or suffer the leased premises to be occupied or used in a manner offensive or objectionable to the 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 in or kept in or about the leased premises or the building.
11. Landlord will direct electricians as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for wires will be allowed without the consent of the Landlord. The location of telephones, call boxes, and other office equipment affixed to the leased premises shall be subject to the approval of Landlord.
12. On Saturdays, Sundays, and Holidays, recognized by Landlord, and on other days between the hours of 6:00 p.m. and 7:00 a.m., the following day, access to the building, or to the halls, corridors, elevators or stairways in the building, or to the leased premises may be refused unless the person seeking access is known to the person or employee of the Building in charge and has a building access card or is properly identified. The Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the building of any person. In case of invasion, mob, riot, public excitement, or other commotion, the Landlord reserves the right to prevent access to the building during the continuance of the same by closing of the doors or otherwise, for the safety of the Tenants and protection of the property in the building and the building.
13. The following acts shall not be allowed or suffered to be done or conditions to exist upon the leased premises or any part thereof:

- a. Any violation of federal, state, or municipal statute or ordinance, or any regulation, order, or directive, of a governmental agency, as such statutes, ordinances, regulations, orders, or directives now exist or may hereafter provide, concerning the use and safety of the leased premises.
 - b. Any violation of any certificate or occupancy covering or affecting the use of the leased premises or any part hereof.
 - c. Any public or private nuisance.
 - d. The display or distribution of drug paraphernalia, or sexual paraphernalia, except as the same may be legally dispensed by a physician or surgeon, dentist or pharmacist, duly licensed to practice such profession.
 - e. The manufacture, distribution, sales, or dispensing, in any manner, of illegal drugs; or any type of illegal drug activity or consumption.
 - f. The sale or dispensing of alcoholic beverages on all other portions of the real property conveyed hereunder except as the same shall be only incidental to any business, including restaurants, hotels or delicatessens which may be hereafter located on said other portions of the real property hereby conveyed.
 - g. The showing, displaying viewing, renting or selling of movie films which would be classified or rated as "X-rated" under present standards or criteria for such classification and rating; and provided, that insofar as movie films, whether present or future are shown, displayed, viewed, rented, or sold upon the said real property, preference shall be given to those films which meet the standards and criteria presently existing for classification and rating as "G rated" or "PG rated".
 - h. Gambling.
 - i. The establishment or maintenance of a bawdy house, bar, nightclub or tavern.
 - j. Any other act or condition which shall be lewd, obscene or licentious.
14. The building's normal operating hours for services are generally between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday, excluding holidays.
15. Landlord reserves the right to exclude or expel from the building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the building.

16. No vending machine or machines of any description shall be installed, maintained or operated upon the leased premises without the written consent of the Landlord.
17. Without the written consent of Landlord, Tenant shall not use the name of the building in connection with, or in promoting or advertising the business of Tenant, except as Tenant's address.
18. Landlord shall have the right to control and operate the public portions of the building, and the public facilities, and heating and air conditioning, as well as facilities furnished for the common use of Tenants, in such manner as it deems best for the benefit of the Tenants generally.
19. Tenant shall not disturb, solicit, or canvass any occupant of the building and shall cooperate to prevent same.
20. All entrance doors in the Leased premises shall be left locked when the leased premises are not in use, and all doors opening to public corridors shall be kept closed, except for normal ingress and egress from the leased premises.
21. Tenant agrees to park in only those parking stalls designated as Tenant parking. Tenant shall hold Landlord harmless for the removal and charges related thereto when Tenant, employees, or invitees park in space designated as "reserved," "visitor," "handicapped parking," or other areas not specifically designated as lessee parking. Tenant shall not park nor allow to be parked, any vehicle on the premises, either company or personal, which is not being used on a daily basis.

X: EMERGENCY RESPONSE PLANS

Following is the emergency response plan for 2030 Main Street, Irvine, California.

2030 Main Street Emergency Response Plan

(Please Distribute to all Existing and New Employees)



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TELEPHONE NUMBERS

<u>LOCAL AUTHORITIES – IRVINE</u>	<u>EMERGENCY</u>	<u>BUSINESS</u>
FIRE	911	(949)744-0400
PARAMEDICS	911	(949)744-0400
POLICE	911	(949)724-7000
MANAGEMENT OFFICE	(949)476-1631	(949)476-1631
ON SITE 24-HOUR SECURITY	(949)261-8740	(949)261-8740

Business Hours: Monday - Friday, 8:30 a.m. to 5:30 p.m.

When placing a call, provide the following information:

Type of Emergency
Your Name
Company Name
Location 2030 Main Street, Suite _____, Irvine
Telephone Number

NOTE: Please notify the Management Office regarding emergencies. EXCEPTION:

When you hear the fire alarm and audible announcement, evacuate the building. DO NOT wait to call the management office. Office and security personnel will be outside assisting others and not in the office to answer the phone.

*After normal business hours, the Management Office telephone is forwarded to the building's on-duty security officer's phone.

SYSTEMS

Fire Alarm Pull Stations

Four pull stations are located on each floor. On every floor, one pull station is located by each of the two stairwells, one pull station is in the elevator lobby and one pull station is in the service corridor. In case of fire, in or near your suite, activate the nearest pull station regardless of whether or not the alarm signal has sounded. In addition, call the Fire Department (911) directly.

Fire Life Safety Speaker System

The building is equipped with a life safety public address system with the capability of notifying all floors, simultaneously or individually, of emergency situations. Special instructions may also be broadcast from the Fire Control Room through the public address system that is audible in the Tenant spaces, restrooms, corridors, exit stairwells, and elevators.

Sprinklers and Smoke Detectors

The building is fully sprinklered and each floor is equipped with smoke detectors. Both of these systems are automatically monitored so that if either one is activated by smoke or heat, the alarm signal will sound on that floor and the central station fire service will be alerted.

Elevators

The elevators will automatically be recalled to the ground floor lobby once a floor alarm signal is activated as a result of smoke in any elevator lobby. While a floor is in an alarm situation, the elevators will not respond to the lobby call buttons and cannot be used for evacuation. Use the emergency stairwells.

Stairwells

The stairwell doors will automatically unlock upon activation of the alarm signal. They will remain unlocked until after the emergency. The stairwells will automatically be pressurized to keep smoke from entering. Do not prop open stairwell doors.

Fire Alarm Signal

The signal is an intermittent high pitched tone sounded on the “alarmed” floor in an emergency. The floor immediately above and the floor immediately below the “alarmed” floor will also have signals activated. The Orange County Fire Authority requires that only the affected floor plus the floor immediately above and immediately below be in an alarm condition.

Fire Extinguishers

Each floor has two extinguishers mounted in cabinets in the corridors. The locations are indicated on the emergency exit plan. These extinguishers can be used on all types of small fires including ordinary combustible materials, flammable liquids and on energized electrical equipment.

BOMB THREAT

IRVINE POLICE DEPARTMENT	911
MANAGEMENT OFFICE	(949) 476-1631
ON SITE BUILDING SECURITY	(949) 476-1631

DO

Identify caller and note the time the threat was received.

Ask the following questions (note the exact words of the person placing call):

- Where is the bomb?
- When is it set to go off?
- What does it look like?
- What kind of bomb is it?
- Who put it there?
- Why was it put there?

Keep the caller on the line as long as possible. Signal a fellow employee to notify the Police Department (911) and the Management Office (949) 476-1631.

Concentrate on voice characteristics, speech pattern, and background noise.

Turn off all radios.

DO NOT

Touch or move any suspicious objects.

React in a manner that may cause undue alarm and possible panic.

EARTHQUAKE

DO

Take cover under a desk, in a doorway, or in the center of the building. The elevator lobby area is most secure. (Do NOT use the elevators however.)

Stay clear of bookcases, file cabinets, windows, and similar items.

Follow instructions of the Fire Department and your building management.

Keep calm.

Turn off all electrical equipment.

Wait for instructions from Security or the Management Office in the event of extended power failure.

Vacate when you feel it is safe to do so. Use extreme caution. Care must be taken when leaving the building. During and following earthquakes, building materials and broken glass can fly outward for many, many feet. Move well away from the building as quickly as possible.

DO NOT

Use elevators.

Use telephones.

React in a manner that may cause undue alarm or panic.

Stand near windows.

Use matches if power fails.

Panic in the event you are in an elevator and it stops. The elevators are designed to automatically stop in an earthquake. Please relax and remain calm. Elevator technician(s) will take action to remove passengers from inoperative elevators as soon as possible.

EVACUATION

Evacuation will be by one or both of the two stairways from the floor on which the emergency situation has occurred. All Tenants are urged to become familiar with the location of the stairways and their exits.

Remember: usually only a small area is involved in an emergency incident; therefore only two or three floors may need to be evacuated.

DO

Respond quickly, but calmly.

Clear emergency stairwell doors.

Assist handicapped personnel.

Search office space and restrooms for all personnel.

Evacuate through the designated stairway, keep to the outside of the stairs and use the handrail. The inside portion of the stairwell must be available for firemen coming up.

DO NOT

Use elevators.

Re-enter area until cleared by authorities.

Block stairwells, vestibules, or doors.

React in any manner that may cause undue alarm and panic.

Go home, or offsite without clearly checking out with your manager. It may otherwise be assumed that you are still inside.

All stairwell doors are self-locking. Once you enter a stairway, you should assume that you can't re-enter any floor. You will need to exit from the ground level. Ground level stairwell doors will allow exit from the stairway to the outside. They are, however, locked from the outside to prevent entry into the stairwell.

FIRE

IRVINE FIRE DEPARTMENT	911
MANAGEMENT OFFICE	(949) 476-1631
ON SITE BUILDING SECURITY	(949) 261-8740

DO

When fire is suspected or discovered in the building, immediately **CALL** the Fire Department (911) (whether or not the fire alarm signal has already sounded).

Give the Fire Department the following information:

- Description of the problem - what is burning, etc.
- Exact location of the building: 2030 Main Street, Suite ____
- Your floor number and suite number
- Your name and as much other information as is requested

Stay on the telephone long enough to know that the information was received and understood.

If you see the fire in your area, activate the nearest fire alarm pull station whether or not the fire alarm signal has already sounded on the floor.

If ordered to evacuate, follow the routes described in the Emergency Exit Plan.

Close all doors if you feel you have time.

Exit by stairwells only.

DO NOT

Panic.

Use elevators.

Re-enter space for valuables.

Break windows.

Open hot doors.

Become a spectator.

FIRE ALARM

Following is useful Information that Floor Wardens and Tenants should know about the Building's Life/Safety System.

The Building's Fire Alarm system is activated in three ways:

1. Sprinkler Flow (water is emitted from sprinklers)
2. Smoke Detector (located in various areas throughout each floor, the supply air ducts above the ceiling as well as in each floor's elevator lobby)
3. Pull Boxes (manually activated by a person who has observed a fire or other emergency incident)

If one of the alarms is activated, the siren will sound automatically. It will be heard clearly on the floor where the activation has occurred. Pursuant to the fire codes, the alarm will also be sounded on one floor immediately above and one floor immediately below the "activated" floor.

On the ground floor of the building is a sophisticated Fire Control Room that is accessible to the Irvine Fire Department. Within the room, the fire annunciator panel will light and an alarm will be set off. The Fire Control Panel indicates which floor zone alarm has been activated. The Fire Department is responsible for investigating the problem. The building staff is not trained nor equipped to fight fires.

The building's fire safety system is connected to an alarm monitoring company. The monitoring company will dispatch the Fire Department. In the event the alarm is false, the Building Engineer or Security Officer will notify affected personnel as soon as an investigation of the area has been completed.

FIRE PREVENTION

Smoking is prohibited by California Law throughout the entire building.

Smoke only in areas outside of the building and away from the lobby doors.

Unplug all electrical equipment that is not working properly or is in need of repair.

Do not overload wall outlets.

Keep heat-producing devices away from flammable objects.

Assign a specific individual to ensure that appliances are turned off when leaving your office.

Store and use flammable liquids according to container instructions and city/code regulations.

Do not allow accumulation of trash or any material that is flammable.

Do not hold suite doors or lobby doors open with door stops or other items. All suite doors that enter/exit into a common corridor or elevator lobby must be kept closed unless the door(s) is held open with a magnetic device that is connected to the building's Fire Control System.

FLOOR WARDEN

Each company should have Floor Warden(s) for their offices. Each Floor Warden should assign one Alternate to take the Floor Warden's place if necessary. If additional training is needed for new or replacement Floor Warden(s), please notify the management office.

The Floor Wardens and Alternates should be personnel that are normally in the office and not subject to travel, outside meetings, etc.

Each Warden and Alternate should be aware of building procedures for fire, emergency, bomb threat and/or any other emergency where the Fire Department is needed.

As an aid in your employees' identification of a Floor Warden, the Management Office provides all Floor Wardens with an orange vest. It is recommended that employers provide a flashlight to each Floor Warden and Alternate.

Each Floor Warden should be aware of all fire exits and manual pull stations, fire equipment cabinets, and if provided by the Tenant, the location of the Tenant's First Aid Kit.

DUTIES

If there is fire or smoke, pull a manual station. Pull Stations are located at each stair door and the elevator lobby. Call the Fire Department **ONLY IF YOU SEE OR SMELL SMOKE OR FIRE**.

Take your flashlight, put on your orange vest, and prepare the Tenants to evacuate.

Check interior offices. Verify they are unoccupied. If you have time, close as many doors as possible. Then vacate.

Ensure that people are moving down the stairways. Tell them to stay calm and orderly, walk, do not run down the stairs. All physically impaired or handicapped people are to be helped to the stairwells for further instructions. You may be instructed to move the individuals to a floor which is located one or more floors away from the fire area.

Before opening any doors, feel them to determine the temperature. **DO NOT OPEN DOORS THAT ARE HOT TO THE TOUCH**. Find another exit.

(continued)

FLOOR WARDEN (continued)

The Floor Warden is generally the last to leave the suite. To the extent you do not endanger your life, you should make a final round of the offices, restrooms, and conference rooms to be sure that all personnel have been evacuated from the floor. As the Floor Warden leaves the premises, they should **CLOSE ALL DOORS**. This helps contain fire and smoke.

When you have successfully evacuated the Tenants under your charge from the building, ensure that everyone moves well away from the building to one of the two designated assembly area.

DO NOT USE THE ELEVATORS. If the smoke detector in the lobby is activated, all elevators will return to the ground floor for Fire Department use.

If the smoke is heavy, **CRAWL** along the floor. Stay as close to the floor as possible; the air is better lower to the ground. Take short breaths and **REMAIN CALM**.

FLOOR WARDENS ARE NOT TRAINED, NOR ARE THEY EXPECTED, TO FIGHT FIRES. THEY SHOULD EXIT THE BUILDING TO ENSURE THEIR OWN SAFETY.

PHYSICALLY CHALLENGED EMPLOYEES

Physically challenged persons should be familiarized with the building's emergency procedures for evacuation, use of exits, fire stairwells, and any special arrangements relative to their safe egress from the building.

The Management Office requests notification of all physically challenged employees and each Tenant's plan for their safe evacuation. This information will be kept confidential.

Two persons should be designated to aid each physically challenged person in the immediate area during an emergency.

MEDICAL

PARAMEDICS	911
IRVINE POLICE DEPARTMENT	911
IRVINE FIRE DEPARTMENT	911

Accident or sudden illness may cause an emergency which necessitates immediate first aid and subsequent medical attention. The Police and Fire Departments are equipped to handle breathing and other lifesaving problems and have trained resuscitation teams for any emergency.

In case of a medical emergency:

DO

Call for an ambulance - 911.

Determine extent of injury or nature of illness.

Notify Management Office (949) 476-1631 and/or Security at (949) 261-8740.

Meet emergency personnel in building lobby and direct them to injured person(s).

Attend to physically challenged persons.

Record information:

- Person(s) Injured
- Medical Problem
- Hospital
- Notified: _____

POWER FAILURE

On occasion you may experience a power failure within the building, or premises, due to a power company incident or mechanical failure.

In the event of a total power outage, the following will occur:

The building's emergency generator will turn on automatically and generate power to various areas of the building.

Certain lights will remain on in the corridors, offices and stairwells for the safety of the Tenants.

All elevators will return to the first floor and only one car will operate at a time.

The power for the Life/ Safety and PA system will remain operational.

Back-up power is not provided to Tenants' electrical outlets; therefore, your office equipment, etc. will shut off.

For your own safety:

Keep at least one flashlight in use.

Turn off electrical office machines and appliances to prevent a surge when service is restored.

Use caution when moving in dimly lit areas.

Remain at ease.

PUBLIC RIOT AND DISTURBANCE

FIRE DEPARTMENT	911
POLICE DEPARTMENT	911
MANAGEMENT OFFICE	(949) 476-1631
ON SITE BUILDING SECURITY	(949) 476-1631

Avoid the area of disturbance.

Avoid windows.

Lock doors and close blinds.

Report any suspicious persons.

Notify police.

SAFETY TIPS

The following **DO's** and **DO NOT's** can help provide a safe working environment for all occupants of the building:

DO

Dispose of all obsolete or unused flammable materials, fixtures and displays.

Keep exits clean and unobstructed at all times.

Maintain a minimum 18-inch clearance below all sprinkler heads.

Keep all flammable cleaning materials, waxes, etc., in closed metal containers at all times.

Check fixtures for frayed wiring and proper grounding.

Monitor emergency exit lights and notify the Management Office if they are not lit.

Immediately report any situation that could cause a fire or accident.

Maintain a current list of emergency phone numbers for employees' use. As appropriate, provide a copy to the Management Office.

Notify the Management Office or Security if loiterers are observed in corridors or restrooms.

Report all solicitors and peddlers to the Management Office or Security.

DO NOT

Store any items near electrical transformers or water heaters.

Overload electrical circuits with extension cords and/or other non-standard type electrical work.