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# General Information

## **Welcome to 700 North Brand!**

Equity Office Properties and the management staff would like to welcome you and your company to 700 North Brand.

This Tenant Guide has been compiled as a reference to provide information you will need for moving into 700 North Brand and during your tenancy.

To ensure effective communication, we at Equity Office would like you to designate a “tenant representative” as the contact between your company and the management office staff. Your tenant representative will be responsible for making requests or reporting problems as well as conveying important information from our office. We suggest that all communication from your company to the management office be channeled through your tenant representative.

We look forward to servicing your tenant needs. If there is anything we can do for you, please do not hesitate to call.

## **700 North Brand History**

700 North Brand is a 13 story Class "A" commercial office building with approximately 202,000 square feet of office space. In addition, a six level parking structure accommodates approximately 600 automobiles.

Watt-Howard company developed 700 North Brand in 1982. The architectural firm of Albert C. Martin & Associates was the designer and Dillingham Construction was the general contractor. The building's owner is EOP-700 North Brand, L.L.C. The owner acquired the property in June, 2000 from Wilson Cornerstone Properties.

Management and leasing are the responsibilities of Equity Office. You can contact the leasing department at (213) 687-2468. Equity Office Properties is headquartered in Chicago, Illinois and has provided real estate services to its customers since 1976.

## **Property Description**

The project is located on the corner of Brand Boulevard and the 134 West freeway in downtown Glendale.

Three freeways provide access to Glendale: the Ventura Freeway (California Highway 134) which provides access to North Ventura County, the Foothill Freeway (Interstate 210) which provides access to communities to the north and east, and the Santa Ana Freeway (Interstate 5) which connects with the Pasadena Freeway (California Highway 110) which provides access to downtown Los Angeles. In addition to convenient freeway access, the project also benefits from its proximity to other important transportation resources, including the Burbank airport and the Amtrak train station.

Off-site amenities are numerous, including many fine restaurants and shops, which are within walking distance of 700 North Brand along Brand Boulevard. Old Town Pasadena, the Rose Bowl and Griffith Park are only a few minutes away by car.

## Routes to 700 North Brand

### From the 134 Freeway:

Take the **134 Freeway** east. Exit on **Brand/Central** off-ramp in Glendale. Pass straight through the N. Central intersection. Turn left on **Brand Boulevard**. Keep to the right and turn right on **Monterey Rd.**. Turn right on the 3<sup>rd</sup> driveway into the 700 N. Brand parking structure.

### From the 210 Freeway:

Take the **210 Freeway** west toward Pasadena. When passing Lake Av. in Pasadena, keep in the left 3 lanes until the freeway changes to the **134 Freeway**. Exit on **Brand Blvd.** in Glendale. Turn right on **Brand**. Turn right on **Monterey Rd.** Turn right on the 3<sup>rd</sup> driveway into the 700 N. Brand parking structure.

### From downtown Los Angeles:

Take the **110 (Pasadena) Freeway** north. Follow to the **2 (Glendale) Freeway**. Keep in the center lanes. Follow the directions pointing to the **134 Freeway west** (Glendale). Exit on **Brand Blvd.** in Glendale. Turn right on **Brand**. Turn right on **Monterey Rd.** Turn right on the 3<sup>rd</sup> driveway into the 700 N. Brand parking structure.

## **Building Management Telephone Numbers**

**Management Office**    Equity Office Properties  
**(818) 243-3303**        700 N. Brand Boulevard, Suite 580  
**(818) 243-0439 FAX**    Glendale, CA 91203

**Anne Hilbert**, Property Manager  
**Nick Zigic**, Customer Service Coordinator

**Engineering**            **Jeffrey Terhoeve**, Building Engineer  
**(818) 243-6971**

**Parking**                 **Ricardo Ortiz**, Parking Manager  
**(818) 243-7465**

## 700 North Brand

### Fact Sheet

- The management office is located at 700 N. Brand Boulevard, Suite 580. The office is open Monday through Friday 8:00 AM to 5:00 PM. The phone number is 818-243-3303; the fax number is 818-243-0439.
- Building hours are 7:00 AM to 6:00 PM Monday through Friday and 9:00 AM to 1:00 PM on Saturday.
- Air conditioning is offered Monday through Friday 7:00 AM to 6:00 PM and 9:00 AM to 1:00 PM on Saturday.
- Parking is available in the six-level garage located through the breezeway from the main building entrance. Please lock your vehicle at all times. Do not leave your vehicle overnight. Lost parking access cards can be replaced for a fee.
- The smoking area is located in the designated sitting area on the Plaza Level of the parking structure.
- An automatic banking machine is located to the right of the building entrance. Cal Fed Bank is in charge of servicing the ATM.
- A public telephone is located in the main lobby behind the security desk.
- The outgoing mail drop box, UPS drop box and the Federal Express drop box are located on the Plaza Level of the parking garage.
- Amenities of the building include: sundry shop, dry cleaning service, and automobile oil change service.
- If you wish to be escorted to your vehicle, ask the Lobby guard or call 818-240-4129.

# Building Operations

## Management Office

Equity Office Properties  
700 North Brand Boulevard  
Suite 580  
Phone: (818) 243-3303, 24 hours  
Fax: (818) 243-0439  
Office Hours: 8:00 AM to 5:00 PM Monday through Friday.

The building offers many services and conveniences. Please direct all requests and questions concerning the building to the Property Manager at the above number.

## Tenant Signage

The building directory in the lobby displays your company name and suite number. If you require additional listings or wish to make changes to your current listing, please contact the management office.

Tenant signage is displayed on the front door of each suite. All tenant signage must be ordered through the management office.

## Lost and Found

Please report any lost or missing items to the management office. Items found on the premises are kept in the management office for one month.

## Energy Conservation

The lights in each tenant suite are controlled by individual switches. In order to reduce operating costs, please turn off all of the lights in your suite when you leave in the evenings. The night cleaning staff will utilize only the necessary electricity and turn all the lights off when finished. Calculators, radios, computers, coffee machines, etc. should be turned off each evening as well. Every tenant will benefit from these simple measures to conserve energy.

# Amenities

## On-Site Shops/Services

The following shops/services are available on the premises during business hours:

- Sundry Shop
- Dry Cleaners
- Automobile Oil Change Service

## Storage

Limited storage is available on a permanent or temporary basis. If you require storage space within the building, please contact the management office.

## Public Telephones

A public telephone is located behind the security desk in the main lobby.

## Smoking Area

Equity Office provides a smoke-free environment for its tenants and their visitors. Smoking is prohibited in corridors, stairwells and common areas of the building. Those who wish to smoke will find a convenient smoking area on the plaza level of the parking garage.

## Banking

For your convenience, a Cal Fed Bank automatic teller machine is located at the right hand side of the main building entrance.

## **Parking**

Parking is available in the six story garage (four upper levels, two lower levels) located through the breezeway to the building.

Parking spaces are available on a non-reserved basis unless the management office has assigned a specific space to you. Please respect the signage instructions and do not park in the Cal Fed Visitor Parking spaces nor in the designated Reserved parking spaces for the tenants of the building. Currently, visitor parking rates are \$.75 each 30 minutes with a \$6.75 daily maximum. Validation stickers are available for purchase. Please call the parking office at (818) 243-7465 for more information.

As tenants of 700 North Brand, you are provided with a number of access cards equal to the number of parking spaces allotted in your lease agreement. The initial set of access cards is provided without charge; although a security deposit is required. Replacements for lost cards can be obtained for a fee. For your protection, each tenant using the garage will be asked to complete a “monthly parking agreement” that includes a description of his or her vehicle, license plate number, etc.

Although building security patrols the garage, Equity Office is not responsible for vehicle theft or damage. Please lock your vehicle at all times, and do not leave it in the garage overnight.

## **Public Transportation**

### **Trains**

Metrolink services the Santa Clarita, Ventura, Riverside, San Bernardino, Los Angeles and Orange County areas. The closest Metrolink stations to 700 North Brand are currently located in Glendale, Burbank and Downtown Los Angeles.

### **Taxis**

A few local taxi services include:

- City Cab (818) 848-1000 **or** 1 (888) 248-9222
- Yellow Cab (818) 242-3131 **or** 1 (800) 750-4400
- People's Taxi (818) 243-2227 **or** 1 (800) 505-2227
- Checker Cab (818) 558-3000

### **Airports**

The Burbank/Glendale/Pasadena Airport is located at 2627 Hollywood Way in Burbank. It is approximately 8 miles from 700 North Brand.

Los Angeles International Airport is located off the 105 freeway in El Segundo. It is approximately 25 miles from 700 North Brand.

# Building Services

## Janitorial

Janitorial services are provided after 6:00 p.m. Monday through Friday. If you require cleaning of above-standard improvements (e.g., glass partitions), or have any special cleaning requests (e.g., carpet shampooing, dishwashing, stripping/waxing of vinyl floors) please contact the management office for a quote.

Moving companies and vendors must remove their boxes from the premises after deliveries. If you have boxes to be disposed of, please flatten them, stack them within your office space and clearly mark them “trash” (“BASURA”) with the stickers provided by the management office. You can make special arrangements for the disposal of large boxes or large quantities of boxes by contacting the management office. At no time should boxes, trash or excess materials/equipment of any kind be left in the hallways, lobbies, freight elevator lobby, or any area designated as a fire exit.

## Recycling

Equity Office has a paper recycling program. Each tenant will be issued a recycling bin for paper upon move-in.

## HVAC and Lighting

Heating, Ventilation and Air Conditioning (HVAC) systems in the building operate Monday through Friday, 6:00 AM to 6:00 PM, and on Saturday, 9:00 AM to 1:00 PM. If at any time during working hours you desire adjustment to the temperature within your suite, contact the management office for assistance. To avoid damage and minimize delays, please do not adjust thermostats without assistance. Remember to turn off all lights in areas that are not in use. This conserves energy and helps the HVAC equipment operate more efficiently. Please keep blinds closed when in direct sunlight and at the end of each day.

HVAC services after business hours are available upon request. The current charge is \$70.00 per hour and is subject to adjustment based on costs and market rates.

To request after-hours HVAC, please contact the management office at (818) 243-3303.

## Maintenance and Repairs

If you experience a problem within your suite that requires maintenance assistance and/or repair, please have your tenant representative:

1. Call the management office at 243-3303.
2. Provide his/her name, company name and suite number.
3. Describe the problem as accurately as he/she can.

The management staff will address the problem as soon as possible, sending someone to assist you or making whatever other arrangements are necessary. If the repair or maintenance work is not the landlord's responsibility, then a price quote will be obtained from an outside contractor and submitted to the tenant for approval. The tenant will be charged for such work on their monthly rental statement.

Please make your service request directly to the management office. Maintenance personnel are required to receive instructions and assignments from the management office only. This procedure helps the management staff keep track of your requests and ensure that they are resolved in a timely fashion.

- **Lighting/Electrical:** If you need light bulbs installed, please contact the management office. Specialty fixtures that use non-building standard bulbs can be changed, however the cost of the non-standard bulbs will be charged on the tenant's monthly rental statement.
- **Keys:** New tenants receive two keys per lock set. You can purchase additional keys from the management office. A written price quote will be prepared and submitted to the tenant for approval. The charge for additional keys will appear on the tenant's monthly rental statement. Requests for lock work and additional keys should be made to the management office. Alterations to locks can be made only with approval from the management office.
- **Additional Janitorial Service, Refrigerator Cleaning, Daily Dishwashing:** Please contact the management office and a written price quote will be submitted to the tenant for approval. The amount to be billed will be charged on the tenant's monthly rental statement.

# Postal Services

## **Building Address:**

700 North Brand Boulevard  
Glendale, CA 91203

## **Mailboxes:**

Mailboxes are located on the right-hand side of the plaza level of the parking garage as you enter the parking garage. The mail pick up schedule is posted on the inside of the mail drop door of each mailbox. Mail is delivered to each suite between 11:00 a.m. and 1:00 p.m. Monday through Friday.

The nearest Post Office is located at 313 East Broadway. The telephone number is (818) 265-9202.

The Office of the Building has no access or authorization to handle the U.S. Postal Services. Please contact the local Post Master or Post Office to facilitate your mail needs.

## **Express Mail Stations:**

Federal Express and UPS drop boxes are located next to the mailboxes on the right-hand side of the plaza level of the parking garage as you enter the parking garage.

## **Newspapers:**

The Los Angeles Times and the Daily News can be purchased at vending machines located next the UPS and Federal Express drop boxes.

## Tenant Function Guidelines

If you are planning a tenant function (e.g., party, reception, fundraiser), please notify the management office in advance. The management office maintains certain policies and procedures that assist in coordinating the event, limiting liability of the building, and providing for the safety of all visitors and guests. The management office will ask for the following information: date and time of the event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificate of insurance. No function may be held in the lobby of the building.

# Building Access and Security

## Access - During and After Business Hours

Normal operating hours for the building are:

Monday - Friday	6:00 AM - 6:00 PM
Saturday	9:00 AM - 1:00 PM
Sunday and Holidays	Closed

Anyone entering the building after business hours will be required to sign in and out at the security guard desk. Employees who visit the building must have an active access card and their office keys, otherwise, they cannot be granted access to the building.

Please provide the management office with a list of the names and home phone numbers of at least three individuals who may be called to authorize admittance of an employee into the building without proper authorization to access the building after hours. These individuals would also be contacted in the event of an emergency.

Should you expect visitors or guests after normal business hours, please notify the management office. All visitors must sign in and out at the guard console.

## Security - During Business Hours

Although we try to maintain a secure working environment, many people enter the building every day, and we cannot guarantee complete safety. You can take several preventive measures to keep your area more secure. For example:

1. Lock all doors when leaving your suite unattended.
2. Instruct employees to keep valuables in secured areas (locked desks, file cabinets or closets) when leaving them unattended.
3. Always keep safes, vaults, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults. Do not leave combinations where they can be found or easily deciphered.
4. Notify the management office if you see loiterers, peddlers or canvassers on the premises.
5. Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.
6. Check wastebaskets at the end of the day to ensure that no items of value have been left there.

## **Security - After Business Hours**

After normal business hours, please make sure that all entry doors to your suite are locked. It is also a good practice to keep all entrance doors other than the main entrance to your suite locked at all times.

Do not allow anyone to follow you into the building after business hours. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact the security desk at 240-4129 and security personnel will assist them.

The management office recommends that you keep all personal valuables locked up at all times. Although the security staff patrols the building throughout the night, we cannot guarantee the safety of unsecured valuables or personal items.

## **Passes For Property Removal**

Anyone wishing to remove property from the building must present an "Equipment Removal Authorization Form" (**EXHIBIT G**) signed by an authorized tenant representative to the security staff. The form should describe the item(s) being removed and the date of removal.

## **Soliciting and Loitering**

Canvassing, soliciting, peddling and loitering are not allowed within the building. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the management office immediately.

## **Security Guard Escort**

A first floor lobby guard will accompany anyone requesting an escort to his/her car to the parking garage and will wait until the car has been started. Call security at 240-4129. There is a security guard on duty 24hours a day, 7 days a week.

# Moving

## General Information

All tenant moves—into, out of, or within the building—must be coordinated with the management office. Please notify the Property Manager of your proposed moving date. The moving contractor should also contact the management office so that use of an elevator can be scheduled. The moving contractor must provide evidence of liability insurance coverage at least five (5) days prior to the day of the move.

We recommend that all moves be undertaken during non-business hours to simplify access to the building and minimize any inconvenience to other tenants.

## Insurance Requirements

The moving contractor must provide evidence of the following:

1. **Workmen's Compensation** in statutory limits for the state, with employer's liability of \$100,000.00; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. The certificate of evidence must be furnished to the management office before any items can be moved onto the premises.
2. **Comprehensive General Liability** insurance that includes coverage of operation, elevators, and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$2,000,000.00 per occurrence combined single limit bodily injury or property damage. Property damage insurance shall be in broad form including completed operations.

\*These liability limits are subject to change without notice.

In addition, the moving contractor must agree to protect, indemnify, and hold the Landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving contractor's employees, Tenant and its employees, or other third parties due to bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employees, representatives, or sub-contractors. This is done by including as additional insured the following:

**700 North Brand, L.L.C., a Delaware limited liability company, EOPMC of California, Inc., a Delaware corporation, and their respective agents, members, partners, employees, officers, directors, shareholders and lenders.**

The moving contractor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work thereunder. (**SEE EXHIBIT H**).

## **Loading/Unloading**

Equity Office requires that the moving contractor provide protection for building carpets, walls and elevators during loading and unloading. If you are not using a moving contractor, please call the management office for assistance in coordinating the use of the elevator and protection of carpets.

# Alterations and Remodeling

## Tenant Alteration Projects

All alterations require the approval of the management office. Requests to make alterations should be sent, in writing, to the Property Manager. Only Equity Office Properties staff can perform alterations or building approved contractors. All construction contractors including general, electrical, plumbing or phone contractors must register with the management office prior to performing any work in the building. Installation of communications equipment, computer or alarm systems must also be coordinated with the management office.

## Communications Installations

When changes or additions to your communications network are necessary, your selected telephone installation contractor must contact the management office—prior to the day on which the work is due to start—to ensure that house cabling lines are properly assigned and code requirements are met. Prior to commencing work, they should see Building Security to gain access to the telephone rooms.

# Emergencies

# Introduction

The landlord-tenant relationship is one of mutual dependence and responsibility. This relationship is most important when discussing fire and safety issues. You depend on the building management to provide you with information and instructions on how to respond during an emergency situation. Similarly, we depend on you—and all of the tenants to become familiar with that information, and participate in evacuation drills and training sessions.

Throughout the following **Emergencies** section we will refer to the *safety/evacuation director, floor wardens, tenant wardens, searchers, and various monitors*. These are people in the building who have been assigned specific duties to perform during an emergency situation. Please refer to the **Evacuation** section of this manual for more information on the responsibilities of each of these positions.

If you have any questions about the procedures and plans in this manual, do not hesitate to contact the management office at 243-3303.

## 700 North Brand

### Emergency Telephone Numbers

All Emergencies .....	911
Fire Department .....	(818) 956-4800
Police Department.....	(818) 548-4840
Management Office.....	(818) 243-3303
After Hours Building Emergency Number/Security.....	(818) 240-4129
City of Glendale Dept. of Water & Power.....	(818) 548-3300
Edison Company [24 Hour Service].....	(800) 655-4555

Tenant Warden(s)

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Stairway Monitor(s)

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Elevator Monitor(s)

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Special Assistants (Monitors for Persons with Disabilities)

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Persons with CPR Training

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*(A copy of this page should be distributed to all employees.)*

# Evacuations

## General Information

Each tenant is obligated to follow the Emergency Preparedness and Evacuation Plan established by Equity Office. The tenant shall provide responsible personnel to assist the management office and be responsible for controlling the movement of tenant employees during an evacuation of the building.

The Emergency Preparedness and Evacuation Plan includes the following people:

- The Property Manager, who is in complete charge of the procedures and the specific responsibilities of those assigned in the plan.
- Sufficient tenant wardens to ensure that an evacuation team is in force in all occupied portions of the building and public areas (i.e. lobbies, corridors, exits) during an evacuation.
- A representative selected by each tenant and assigned the duties of tenant warden. The tenant warden remains in contact with the management office during all emergencies.
- Sufficient searchers and monitors assigned to appropriate areas of the building, to ensure that all employees are evacuated from remote areas, and that evacuation takes place in an orderly and safe manner.
- Sufficient alternates assigned for each position specified in the plan, so that a principal or alternate is in the building at all times during working hours to supply leadership under the plan.

## Tenant Responsibilities

Each tenant should establish an emergency team based on the positions described above. A tenant warden serves as the contact point between the management office and the tenant's employees, ensures that every employee of the tenant is aware of all emergency procedures and plans, and coordinates tenant response in an emergency.

The emergency team for each floor consists of the tenant warden(s), searchers and monitors.

## Evacuation Drills

- The Property Manager conducts emergency evacuation drills, at least annually, in accordance with the approved plan.
- All occupants of the building are required to participate in the emergency evacuation drill. The occupants may be required to leave the building and assemble in an area designated by the Property Manager.
- A written record of the drills are kept on the premises and readily available for inspection by the fire department.

## **Special Instructions for Persons with Disabilities**

Persons with disabilities must be identified and considered prior to any emergency evacuation. It is necessary for tenant wardens to notify the Property Manager of any persons with disabilities who may require special assistance during an evacuation. A list must be maintained by the tenant warden and updated as necessary. **(SEE EXHIBIT C).**

Persons not requiring or providing assistance will evacuate first. The assisted persons can then evacuate without being bumped or pushed down, thus speeding evacuation and avoiding injury. If there is evidence of fire, persons with disabilities should be positioned near the fire exit stairs located farthest away from the fire. If fire conditions pose a personal threat, the special assistants will enter into the exit stairwell accompanying the person with disabilities and wait for special assistance from the fire department. The evacuation brigade may assist in evacuating the persons with disabilities if danger is imminent and the fire department has not yet arrived.

## **Emergency Evacuation Team Responsibilities**

### **Property Manager**

1. Be familiar with the written Emergency Preparedness and Evacuation Plan.
2. Organize, train and supervise the chief engineer and the evacuation brigade.
3. Ensure the availability and state of readiness of the evacuation brigade.
4. Designate sufficient tenant wardens for each tenant in accordance with the Emergency Preparedness Evacuation Plan.
5. Organize, train and supervise the tenant wardens.

### **Chief Engineer**

1. Be familiar with the written Emergency Preparedness and Evacuation Plan.
2. Designate members of the evacuation brigade to report to the lobby level of the evacuation stairway, the fire command station and the main pump room.

### **Tenant Wardens**

1. Be familiar with the Emergency Preparedness and Evacuation Plan, the location of exits and the location and operation of any available fire alarm system.
2. Ensure that the tenant(s) of each floor have assigned responsible and dependable employees as wardens, searchers, and monitors. For specific tasks, refer to the emergency sections listed under Fire, Bomb Threats, Severe Weather, Tornadoes, Hurricanes & Floods, Earthquakes, Power Failures and Medical Emergencies.

3. Organize, train, and supervise the searchers, stairway monitors, elevator monitors and special assistants.
4. Direct the evacuation of occupants in the event of emergency. Tenant wardens assist floor wardens in their duties. A tenant warden is assigned for/by each tenant.

**NOTICE TO ALL TENANT WARDENS:** It is your responsibility to inform the Property Manager of any vacations, leaves of absence, transfers, or sickness of yourself, in order to make necessary provisions for alternates.

### **Searchers**

1. Find and evacuate all personnel from the suite, specifically from remote areas such as storerooms, file rooms, computer rooms, core areas, etc.

### **Special Assistants (to aid persons with disabilities)**

1. Make sure all persons with disabilities are evacuated.
2. Maintain an up-to date list of persons with disabilities in your suite. If possible a buddy system will be implemented in which one or two special assistants will be responsible for evacuating specific co-workers.

### **Stairway Monitors**

1. Assigned to a specific exit area, ensure that everyone exits into the stairwell in an orderly and safe manner.

### **Elevator Monitors**

1. Make sure no one uses the elevators unless assisted by the fire department.

# Fire

## General Information

The building must be evacuated when a fire alarm signal is sounded. An effective evacuation depends on the orderly 'phasing' of floor clearance, which means that the emergency floor is evacuated first and immediately. The next floor to evacuate should be the floor above the emergency floor, followed by the floor below. The Property Manager will be in charge of the evacuation until the fire chief arrives.

Each tenant office manager or supervisor must predetermine priorities for the safety of records, classified material and/or securities. Supervisors also must cooperate with tenant wardens to ensure that all employees are well-informed and instructed on evacuation procedures.

## Procedure

1. The person who discovers the fire:
  - dials 911 and reports the fire to the fire department.
  - calls the management office at 243-3303 to report the location of the fire.
  - activates the fire alarm pull station (FAPS).
2. The management office contacts the fire tenant warden, the tenant wardens directly above and below the fire floor and the evacuation brigade. **It is important that tenant warden information is always kept current at the Office of the Building.**
3. The tenant wardens contact searchers and monitors and special assistants assigned to their floor. In addition, the tenant wardens assume full control of their suite and activate the Emergency Preparedness and Evacuation Plan.
4. The tenant wardens and searchers go into immediate action. Absolute silence and decorum must prevail for maximum effectiveness. Also, no smoking is permitted during an evacuation.
5. Special assistants immediately contact and help their assigned person. Persons with disabilities wait for help from their special assistant.
6. The stairway and elevator monitors go to their stations and perform their assigned duties.
7. Members of the evacuation brigade go to their stations and perform their assigned duties.
8. The tenant warden, under instructions from the management office, orders the fire floor to evacuate. As soon as the occupants of the fire floor have reached a safe level of descent in the stairways, stairway monitors signal the adjacent floors immediately above and below the fire floor to evacuate.
9. All elevators are called to the ground floor and put on manual control. The evacuation brigade promptly clears the ground floor lobbies by directing all people outside to avoid lobby congestion.
10. As each floor is evacuated, the stairway monitors make sure all stairway doors are closed after the last person evacuates the floor.

11. Tenant wardens distribute the flow of people evenly via all available stairway exits.
  - If a stairway is filled with smoke or on fire, the alternate stairway can be reached via crossover through the closest tenant floor.
  - Each stairway designated as an evacuation stairway is identified by signs on the inside and outside of the door at eye level. When tenant wardens report to the security desk on any condition, they must refer to their location as evacuation stairway.
12. The orderly phasing of floor clearance continues until all occupants are evacuated to the outside safety area, which is located no less than 300 feet from the building.
13. When the “all clear” is announced, the evacuation brigade signals the tenant wardens to lead the employees in an orderly fashion back to their work places. If available, elevators will be back in service. The evacuation brigade coordinates the loading of the elevator cars to prevent over-crowding. Single floor groups should enter an elevator together.
14. The intermittent Alarm Signal is silenced when the “all clear” is announced. (The alarm signal continues throughout the state of emergency.)

**NOTE: Upon arrival, the fire chief is in charge.**

## **Tenant Responsibilities**

### **Searchers**

1. Check all rooms and remote areas including restrooms and conference rooms.
2. Advise any remaining personnel on the floor of the emergency and ensure their evacuation.
3. Evacuate any non-employees from the floor and check reception area and elevator lobby.

### **Special Assistants (to aid persons with disabilities)**

1. Evacuate persons with disabilities.
2. If necessary, ensure their assigned assistants carry persons with disabilities. Wheelchairs should be left behind.

### **Stairway Monitors**

1. Take a position at your assigned stairway and assist in the evacuation of personnel.
2. Inspect stairwells before and after evacuation of personnel.
3. Instruct personnel to form a single line into the stairwell and direct personnel to exit along the right side of the stairway.
4. Calmly supervise and monitor evacuation flow.
5. Stay at the exit until searchers have cleared all personnel from the floor.
6. For stairwell monitors stationed near elevators, **MAKE SURE PERSONNEL DO NOT USE ELEVATORS DURING EVACUATION.**

## **Elevator Monitors**

1. Direct employees to the nearest stairway.
2. Know the location of all evacuation stairways.
3. Remain at your designated post until the floor warden instructs you to evacuate.
4. **MAKE SURE PERSONNEL DO NOT USE ELEVATORS DURING EVACUATION.**

## **Tenant Wardens**

1. Direct the evacuation of your tenant space in accordance with the directions received from the management office and the following guidelines:
  - Immediately execute the Emergency Preparedness and Evacuation Plan.
  - Know where all persons with disabilities are located and keep an up-to-date list. These persons may need special assistance in the event of evacuation.
  - Ensure the evacuation of all occupants within your tenant space.
  - Select the safest stairwell to use for evacuation on the basis of the location of the fire and any information received from the fire chief and/or security desk attendant.
2. Before anyone enters the stairwell to evacuate, check the environment in the stairwell. If it is affected by smoke, select an alternate stairwell and notify the security desk attendant (243-3303).
3. Keep the security desk attendant informed of the means being employed for evacuation by the occupants of your floor and other pertinent information.

## **Assistant Tenant Wardens**

1. Assist the tenant warden in the effective implementation of the Emergency Preparedness and Evacuation Plan.
2. In the absence of the tenant warden, assume the full duties and responsibilities of the tenant warden position.

# Building Staff Responsibilities

## Property Manager

1. Report to the security desk to supervise, coordinate and ensure that:
  - The fire department has been notified of any fire or fire alarm.
  - All elevators have been called to the ground floor.
  - The fire department is given all emergency keys.
  - Evacuation procedures are followed as outlined in the Emergency Preparedness and Evacuation Plan.
  - The fire department chief-in-charge is advised of the operation of the fire command station.
  - The conditions on the fire floor are reported to the fire department.

## Chief Engineer

1. Report to the security desk to assist the Property Manager to effect implementation of the Emergency Preparedness and Evacuation Plan.
2. In the absence of the Property Manager, assume the full duties and responsibilities of that position.
3. Provide the fire department and police department with building information (floor plans, blueprints, etc.) as requested.

## Evacuation Brigade (remaining building staff)

1. Upon the receipt of a fire alarm, ensure that a designated member of the team:
  - Reports to the lobby level of the evacuation stairway to direct tenants and control the movement of occupants.
  - Reports to fire command station to verify the alarm area, and provide information to assistant safety evacuation director.
  - Reports to security desk to communicate with floor wardens, tenant wardens and tenants, and provides information to the safety evacuation director.
  - Reports to main pump room to assist fire department.
  - Is prepared to direct the fire department to the fire location and to inform them of conditions.

## 700 North Brand

### If You Discover Smoke or Fire

1. Dial 911 immediately.
2. Inform the fire department dispatcher that you are calling to report a fire at (700 North Brand Boulevard. Tell the fire department dispatcher:
  - Your name
  - Your company's name
  - Your suite/floor number
  - What is on fire
  - The location of the fire
  - Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the management office at 243-3303.
5. Activate the nearest manual fire alarm pull station at the location shown on the attached floor plan.
6. Evacuate according to the Emergency Preparedness and Evacuation Plan.

*(A copy of this page should be distributed to all employees.)*

# Bomb Threats

## General Information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating device is set off.
2. Valuable work time is lost during building evacuations.

The Equity Office Properties staff will endeavor to control unauthorized access to this facility. The success of the preventive strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the management office at 243-3303.

## Procedure

1. The person who receives the bomb threat call:
  - Gets as much information from the caller as possible using The Bomb Threat Checklist as a guideline. (**EXHIBIT A**)
  - Dials 911 and reports the threat to the local police or fire department.
  - Calls the management office at 243-3303.

If a non-descriptive general bomb threat is received (no description of bomb, no detonation time, no location, etc.), the building will remain open. The decision to evacuate is then the responsibility of each tenant. Total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Bomb Threat Notification Procedure (**EXHIBIT C**) will be executed. For evacuation procedures, please see the Fire section.

**NOTE: Two-way radios may detonate some explosive devices. Therefore, two-way radios should not be used during bomb threats.**

2. The management office contacts all tenant wardens. The Property Manager and tenant wardens confirm the need to notify company employees of the threat and to evacuate the building.
3. The tenant wardens contact searchers and monitors assigned to their floors. In addition, the tenant wardens assume full control of their tenant space and activate the Emergency Preparedness and Evacuation Plan.

4. Tenant wardens notify employees in a calm and deliberate manner.
  - Carefully worded pre-planned statements can convey the urgency of the situation without causing panic. An appropriate statement might be, “Employees are directed to immediately cease work, gather their personal belongings and proceed to (the emergency stairwell or floor [x]). This is not a drill.”
5. Tenant wardens execute their bomb threat search plan, making sure they:
  - Search for objects that seem out of place.
  - Do not touch anything! Suspicious objects **MUST NOT** be tampered with.
  - Notify the management office immediately at 243-3303 if they have found a suspicious object. (The management office will then notify the fire department, which will subsequently assume full control of the operation.)
6. The evacuation brigade reports to the affected area of the building and begins a search of the following areas:
  - Public areas
  - Stairways
  - Elevators
  - Equipment rooms
  - Cleaning closets
  - Restrooms
  - Air handler rooms
  - Any other areas designated by the police
7. Tenant wardens search the common areas of their floor including the following areas:
  - Public Areas
  - Stairways
  - Restrooms

Inform the management office 243-3303 of all new developments.

**NOTE:** If your company decides to evacuate the building, use the stairways to evacuate. The tenant warden must confirm with the Property Manager that your company has evacuated the building.

## **Tenant Responsibilities**

1. Evacuation. If a non-descriptive general bomb threat is received, the building will remain open. The decision to evacuate is then the responsibility of each tenant.
2. Search leased space for bombs.

3. Develop a Bomb Threat Search Plan to be executed upon receipt or notification of a threat and select people to participate in it.

## **Building Staff Responsibilities**

### **Property Manager**

1. Assist tenants who have received a bomb threat. Requesting:
  - Specifics of the threat.
  - If 911 has been called. (If not, the Property Manager will call 911.)
  - If a bomb search has been initiated. (The Property Manager will remind the tenant that it is their responsibility to search their own leased space.)
  - If employees have been notified of the threat.
2. Notify the tenant wardens, security and the evacuation brigade.
3. Execute the Bomb Threat Notification Procedure (**EXHIBIT B**).

## **Preventative Measures**

- Conduct regular inspections in every suite for suspicious objects. Neat offices that are free from debris and boxes can make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors and restrooms to the management office at 243-3303.
- Monitor all delivery people and repairmen while in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building security access control measures.

## 700 North Brand

### If You Receive a Bomb Threat Over the Telephone

1. Complete Bomb Threat Checklist, if possible. (**EXHIBIT A**).
2. Call 911.
3. Inform the dispatcher that you are calling from 700 North Brand Boulevard. Tell the dispatcher:
  - Your name
  - Your company's name
  - Your suite/floor number
  - Your telephone number
  - Any information from your Bomb Threat Checklist
4. Listen for instructions.
5. Call the management office at 243-3303.
6. Wait for further instructions from your tenant warden.

*(A copy of this page should be distributed to all employees.)*

# Disasters/Medical Emergencies

## Severe Weather

The US Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the US Weather Service gives an early alert, certain steps can be taken to prepare for the severe weather if the decision is to remain.

### Tenant Responsibilities

#### All Tenants

1. Maintain an inventory of emergency equipment to be used during severe weather.
  - Flashlights and fresh batteries
  - First aid kits to treat minor injuries
  - Portable radios—useful for keeping abreast of severe weather conditions
2. If informed by the US Weather Service that severe weather is imminent, follow the steps below (if necessary):
  - Clear desks, tables and window sills of books, papers or other items and secure them in boxes or drawers.
  - Move easily moveable furniture away from windows.
  - Store all easily moveable office equipment in inside offices.

#### Tenant Wardens

1. Move all occupants to the core areas of the building (corridors, elevator lobbies).
2. If your company decides to evacuate the building, notify the Property Manager of your intention to do so. The evacuation stairway is the only stairway to be used in a severe weather evacuation.
3. Confirm with the (Property Manager / lobby security officer / lobby monitor, etc.) that your company has totally evacuated its space and the building.
4. Notify the Property Manager of all severe leaks, fires, and structural or other damage during or after the storm (243-3303).

## **Building Staff Responsibilities**

### **Property Manager**

1. Alert the Emergency Preparedness and Evacuation Team for possible action.

### **Chief Engineer**

1. Check the readiness of auxiliary power for emergency lighting.
2. Execute building repairs as quickly as possible.

### **Evacuation Brigade**

1. Secure or move unattached building items indoors.

**NOTE:** The building staff will maintain communications with public utilities as appropriate and monitor local news and weather reports.

During disasters that cause loss of primary power sources, the City of Glendale Water & Power will work to restore service from a stand-by source.

Telephone service may also be interrupted during severe weather. Tenants requiring emergency service should contact their telephone company.

## **Tornadoes**

### **General Information**

Tenants have the choice of evacuating or remaining in the building during a tornado warning. If a tornado warning has been issued by the weather service, a tornado siren is sounded or if the management office has notified you that a tornado warning is in effect. See the Severe Weather section for more information.

# Hurricanes and Floods

## General Information

When the United States Hurricane Center issues a Hurricane Warning, the building will close to the public and all tenants will be requested to secure their offices and leave the premises. A hurricane warning is defined as follows:

- A warning indicates that hurricane winds of 74 mph and higher, or any combination of dangerously high water and very rough seas, is expected in specified coastal areas. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours.

When a hurricane warning has been issued, it is of the utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property.

## Procedure

1. Keep abreast of weather conditions via radio or television.
2. Remove all papers, pictures, plaques, hanging objects, calendars, desktop items, and other loose objects from perimeter offices and store in interior rooms.
3. Close all doors of perimeter offices. Close all drapes and blinds.
4. Move all expensive equipment and important documents to interior rooms.
5. Notify the alarm system company (if your company has one) of the probable discontinuance of electrical service during the storm.
6. Leave all interior doors open in order to prevent atmospheric pressure problems.
7. Notify the management office at 243-3303 of all severe flooding, leaks, fires, and structural damage.

Someone from the management office will contact you with further instructions.

*(A copy of this page should be distributed to all employees.)*

# Earthquakes

In the event of an earthquake, do not attempt to leave the building. You are safer within the building until the initial tremors subside. If evacuation is necessary, know where the location of possible safe refuge areas is outside and away from the building. Beware of falling glass and electrical lines.

1. It is recommended that you have available in your tenant space:
  - A first aid kit
  - Transistor radio and flashlight with extra batteries
  - Heavy gloves in case of broken glass
  - Rubber soled shoes
  - A 72-hour minimum supply of medication (if on medication)
  - One or two bottles of water per employee - rotate regularly
2. Have a plan for reuniting with your family. Have an out-of-state contact person for your family members to contact.

For more information on earthquake preparedness, contact the American Red Cross or your local fire department.

## 700 North Brand

# Earthquake Procedures

### During

1. Remain calm. Do not exit the building. Do not use elevators. If you are in an elevator, exit as soon as possible.
2. Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head. DUCK, COVER and HOLD.
3. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
4. Do not take cover in emergency stairwells.

### After

1. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Inspect your floor for damage. Check for fires. Check for gas and water leaks and electrical shorts. If you suspect a gas leak, DO NOT use matches or cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact engineering or security immediately 243-3303.
3. Open doors carefully. Watch for falling objects.
4. Wear shoes for protection from debris and broken glass.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.
7. Listen to radio for emergency reports.
8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Cooperate with the public safety officials.
10. Be prepared for aftershocks.
11. Notify the management office or security of any damage to the building.

*(A copy of this page should be distributed to all employees.)*

# Power Failure

## General Information

In the event the building sustains a power failure, emergency lighting is available in the stairwells. The stairwell emergency lighting is on emergency generator power, which has a duration of approximately forty-eight to seventy-two hours. All HVAC equipment, lights, receptacles, elevators and most telephone equipment will not be operational.

## Procedure

1. The chief engineer contacts the electric company to find out the duration of the power outage.
2. Tenant wardens check the elevators on their floors to see if people are trapped inside. If there are people trapped the tenant wardens will ask them to remain calm and then notify the chief engineer of their location.
3. Elevator monitors report to the elevator lobby on their floors to assist the tenant warden in assessing the elevator situation. If people are stuck, the elevator monitor will stay in contact with these people and not leave the elevator lobby.
4. Stairway monitors report to the elevator lobby on their respective floors. If the tenant warden leaves the floor, prepare to evacuate according to the fire procedure.
5. If the power is not restored after 15 minutes, all tenant wardens proceed to main floor lobby.
6. The chief engineer meets the tenant wardens at main floor lobby and informs them of the situation.

**NOTE:** If the electric company does not know how long the power will be out, or if power will be out for longer than one hour, the building may need to be totally evacuated.

If total evacuation is necessary, it is conducted according to the fire procedure. (For greater detail on the fire procedure, refer to the **Fire** section of this manual.)

# Medical Emergencies

Time is extremely important in the case of a medical emergency. Equity Office recommends that all tenants keep a first aid kit unlocked and fully stocked in their suite. It is the tenant's responsibility to also make sure that employees are aware of its location. The management office requests that tenants provide a list of any office personnel who are trained in CPR. This list is extremely valuable and will be used by building management to locate trained individuals to assist in an emergency. A copy of this list is available to each tenant.

## Procedure

1. The person who discovers the emergency
  - Dials 911, telling the paramedics:
    - Building Address - 700 N. Brand Boulevard
    - Your name
    - Your company name
    - Your floor/suite number
    - Your telephone number
  - Calls the management office at 243-3303
2. The management office directs the emergency personnel to the medical emergency.
3. The evacuation brigade recalls an elevator to the ground floor to transport the paramedics to the floor of the medical emergency.

**NOTE:** It is crucial that the injured person is not moved. Try to keep the injured person comfortable without moving him/her.

# Prevention

## Suspicious Activities

Any suspicious activities should be reported immediately to the management office during regular working hours or the security desk after building hours. Security guards are generally powerless to assist or take police action in criminal matters in a tenant space. During business hours, management personnel will escort the police officers directly to your suite.

## Crime Prevention Message

The management staff is concerned about the safety and protection of our tenants, their employees and their property. We are conscious of the various criminal activities to which each of us is exposed on a daily basis.

To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

We request that these procedures be circulated among all employees and that everyone be made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. Please note that management does not provide security services to any tenant suite. Contracts for guard services are on behalf of the building owners and are for the protection of their interests in public (common) areas only. All criminal activities should be reported immediately to the police department at 818-548-4840.

## Training

All members of the emergency preparedness and evacuation team must attend forums and informational sessions produced by the fire department, police department and Equity Office Properties. The information is essential to the readiness of the emergency preparedness and evacuation team. The sessions are designed to illustrate the need for a fire action plan, show the proper use of building fire suppression equipment and acquaint everyone with the specific evacuation plan of the building. The safety/evacuation director will conveniently schedule the sessions and attendance will be verified.

Regular in-house company meetings and fire drills are encouraged to familiarize employees with the Emergency Preparedness and Evacuation Plan. Equity Office Properties may be contacted for assistance in presentations and review of the Emergency Preparedness and Evacuation Plan.

# 700 North Brand

## Exhibit A - Bomb Threat Checklist

Time and Date Reported: \_\_\_\_\_ How Reported: \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_

\_\_\_\_\_

### Questions to Ask:

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why did you place the bomb? \_\_\_\_\_
8. When did you place the bomb? \_\_\_\_\_
9. Where are you calling from? \_\_\_\_\_
10. What is your name? \_\_\_\_\_
11. Where do you live? \_\_\_\_\_

### Description of Caller's Voice:

Male/ Female Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_

If so, whom did it sound like? \_\_\_\_\_

Other Voice Characteristics: \_\_\_\_\_

Background Noise: \_\_\_\_\_

Time Caller hung up: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Name, address and telephone number of recipient: \_\_\_\_\_

\_\_\_\_\_

Telephone number that call was received at: \_\_\_\_\_

\_\_\_\_\_

*(A copy of this page should be distributed to all employees.)*

## 700 North Brand

# Exhibit B - Bomb Threat Notification Procedure

# 700 North Brand

## Exhibit C - Persons with Disabilities

Company name: \_\_\_\_\_

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Disability: \_\_\_\_\_

Special Assistant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: As changes in personnel or physical conditions occur, please forward an updated copy of this form to the management office.

# 700 North Brand

## Exhibit D - Warden Information Sheet

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Suite #: \_\_\_\_\_

Tenant wardens:

_____	_____
_____	_____
_____	_____

Assistant tenant wardens:

_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** A tenant warden must be assigned for each suite. Generally, a tenant occupying approximately 7,000 square feet should have two (2) tenant wardens. Tenants occupying a full floor or more should have three (3) tenant wardens per floor. Each tenant warden shall appoint an assistant tenant warden to assume his/her duties and responsibilities in their absence. As changes in personnel occur, this sheet must be updated and forwarded to the management office.

## 700 North Brand

### Exhibit E - Emergency Preparedness and Evacuation Team

# 700 North Brand

## Exhibit F - Floor Plans

700 North Brand

**Exhibit G - Equipment Removal Authorization Form**

Tenant Name \_\_\_\_\_

Suite \_\_\_\_\_ Telephone \_\_\_\_\_

The following materials or goods may be taken from the premises on \_\_\_\_\_  
*(date)*

by \_\_\_\_\_  
*(name of employee removing equipment)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
*(Signature of Tenant Officer/Representative)*

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged: \_\_\_\_\_  
*(Signature of guard/management office representative)*

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit H - Building Moving Procedures

1. Please be aware that 700 N. Brand does not have a freight elevator. Therefore, furniture and equipment must be moved through the building lobby. As a result, all move-in or move-out activity must be done during the off hours of the building, i.e., after 6:00 p.m. weekdays or on a weekend. Small moves may be allowed during normal business hours with prior approval of building management. In no event will any moving be allowed during the peak pedestrian traffic hours in the lobby. Damages to the walls or floors of the "freight" elevators attributable to the tenant's activities will be billed to the tenant responsible for such damage.
  
2. Your mover must provide the Office of the Building with a certificate of insurance with a general liability limit of no less than \$2,000,000.00 prior to your scheduled move.
  - a) The insurance certificate should name Equity Office Properties, LLC as additional insured and read as follows:  
  

**700 North Brand, L.L.C., a Delaware limited liability company, EOP Operating Limited Partnership, a Delaware limited partnership, Equity Office Properties Trust, a Maryland real estate investment trust, and their respective agents, members, partners, employees, officers and mortgagees.**

  

**Equity Office Properties shall be named as the Certificate Holder**
  
  - b) The insurance certificate should also reference the date and suite location for the move involved.
  
  - c) Your mover can simply fax the certificate to the Office of the Building (818) 243-0439 to the attention of the Property Manager.
  
3. To prevent potential damage to the marble floors or carpets, movers must lay masonite down when rolling any equipment from the freight elevator to the actual suite. Please have movers measure and inspect the area prior to the move date.

If you have any additional questions, please call the Office of the Building at (818) 243-3303.

# Exhibit I - Tenant Liaison Authorization

The following person(s) are the authorized Tenant Liaison and has/have such authority to act on behalf of Tenant in such matters as the following:

- Ordering or changing Tenant signage
- Ordering or deleting access cards
- Ordering additional suite keys
- Maintenance Requests
- Alterations and Repairs
- Equipment removal authorization
- After-Hours HVAC and lighting requests

Tenant \_\_\_\_\_

Suite \_\_\_\_\_ Telephone Number \_\_\_\_\_

By: \_\_\_\_\_

*Signature of Tenant's Principal or Officer*

Name/Title \_\_\_\_\_

Date \_\_\_\_\_

Authorized Tenant Liaison(s):

Name(s)	Signature(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Exhibit J - Emergency Tenant Contacts

Tenant \_\_\_\_\_

Suite \_\_\_\_\_ Telephone \_\_\_\_\_

Name	Home Telephone Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By \_\_\_\_\_

*Tenant's Principal, Officer or Liaison*

Title \_\_\_\_\_

Date \_\_\_\_\_

**Exhibit K – TENANT CONTACT INFORMATION**

*EQUITY OFFICE...Learning more about our customers*

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

Birthday: \_\_\_\_\_

(Month and Year only)

Favorite Food/  
Restaurant: \_\_\_\_\_

Interests/Hobbies: \_\_\_\_\_

Favorite Charity: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

***PLEASE COMPLETE AND RETURN TO THE OFFICE OF THE BUILDING AS SOON AS POSSIBLE.***

### MILITARY TIME CONVERSION TABLE

AM			PM		
12:00 a.m.	-	0000	12:00 p.m.	-	1200
12:30 a.m.	-	0030	12:30 p.m.	-	1230
1:00 a.m.	-	0100	1:00 p.m.	-	1300
1:30 a.m.	-	0130	1:30 p.m.	-	1330
2:00 a.m.	-	0200	2:00 p.m.	-	1400
2:30 a.m.	-	0230	2:30 p.m.	-	1430
3:00 a.m.	-	0300	3:00 p.m.	-	1500
3:30 a.m.	-	0330	3:30 p.m.	-	1530
4:00 a.m.	-	0400	4:00 p.m.	-	1600
4:30 a.m.	-	0430	4:30 p.m.	-	1630
5:00 a.m.	-	0500	5:00 p.m.	-	1700
5:30 a.m.	-	0530	5:30 p.m.	-	1730
6:00 a.m.	-	0600	6:00 p.m.	-	1800
6:30 a.m.	-	0630	6:30 p.m.	-	1830
7:00 a.m.	-	0700	7:00 p.m.	-	1900
7:30 a.m.	-	0730	7:30 p.m.	-	1930
8:00 a.m.	-	0800	8:00 p.m.	-	2000
8:30 a.m.	-	0830	8:30 p.m.	-	2030
9:00 a.m.	-	0900	9:00 p.m.	-	2100
9:30 a.m.	-	0930	9:30 p.m.	-	2130
10:00 a.m.	-	1000	10:00 p.m.	-	2200
10:30 a.m.	-	1030	10:30 p.m.	-	2230
11:00 a.m.	-	1100	11:00 p.m.	-	2300
11:30 a.m.	-	1130	11:30 p.m.	-	2330