

**From:** Kester, Tony  
**To:** Theriot, Susan <stheriot@aging.sc.gov>  
**Date:** 1/17/2013 8:09:49 AM  
**Subject:** FW: Tower - building notice - Floor Warden training  
**Attachments:** 00131610.pdf

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Could Christie sit in for me please?

Tony

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**From:** Butler, Kim [mailto:Kim.Butler@colliers.com]  
**Sent:** Friday, January 11, 2013 4:36 PM  
**Subject:** Tower - building notice - Floor Warden training

Dear valued Tower Floor Wardens:

If you are receiving this email you are listed as a Tower Floor Warden.

Please mark your calendar for Tower Floor Warden training on Thursday, January 24, 2013 at 10:00 am. The training class should not last more than one hour. We will meet on the first floor in the IT-oLogy auditorium. We encourage all Floor Wardens from each suite to attend.

Please print the attached handbook and bring a copy with you to the training. We will review the evacuation process and routes. During this meeting, we will also update the contact list for floor wardens.

Please let me know if you should have any questions or concerns. I look forward to meeting with you on the 24<sup>th</sup>.

Best regards,

**Kim Butler** CPM®  
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