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Date: 12/4/2014 12:04:10 PM

Subject: Emergency Handbook

Attachments: TWR Emergency Response and Evac manual (00131588-2).docx

Good afternoon,

Thanks to each of you that was able to attend the Fire Warden Training this morning. I have attached the Emergency Handbook for your review. Also, please be sure to compile your Physically Challenged list for your space and have your count of people remaining in the stairwell when checking in with Management in the patio area before heading to the designated evacuation route.

If you did not attend the Training this morning and need a vest, please be sure and email me so that we can get this

to you when our order comes in.

Please feel free to let me know of any questions you may have.

Thanks.

Peggy Jewell, CPM

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