1277

LENOX PARK

Tenant Handbook

1277 Lenox Park Blvd. Atlanta, GA 30319

INSIGNIA LLC
MANAGEMENT

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Introduction

Welcome to Lenox Park, professionally managed by Insignia, LLC. Our goal is to provide Lenox Park tenants with the highest level of customer service.

Lenox Park is located within 1 mile of the Buckhead Central Business District (Atlanta). It is only 20 minutes from downtown Atlanta and is close to shops and restaurants.

This "Tenant Guide" should answer many of the immediate questions you might have about building regulations, policies, and operating procedures. We have also provided important building personnel names, phone numbers and emergency contact phone numbers.

We pride ourselves on quality service and responsive attention to our tenants. We encourage you to work with us in upholding our service goals – by sharing your concerns with us and offering suggestions on ways that we can continue to improve your office and surrounding environment.

Please keep this guide in a convenient location. We will update information, as needed, and forward any changes for insertion into your book. Thank you for selecting Lenox Park as your new office location.

Sincerely,

The Lenox Park Team

Building Operations

The property management office is in Suite 125 and is open Monday thru Friday from 8:00am to 5:00pm. Please feel free to contact the office with any inquiries or comments – we are here to serve your needs! We would like to take this opportunity to introduce your property management staff:

Building Management Contact List

Candace Baptiste

Assistant Property Manager – candace@insigniacra.com

Kelvin Bolden

Lead Engineer – kelvin@insigniacra.com

Building Hours of Operation

Monday through Friday	8:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 1:00 p.m.
Sundays and Holidays	Closed to general public. Authorized Tenant employees may enter using their access card.

Rental Payment

Rent and Operating Expenses are due on or before the 1st day of each month. Billable tenant service requests are due upon receipt of invoice. Please contact the management office for information on where to send payment to ensure prompt payment and avoid any late fees that may be assessed per your lease.

Official Building Holidays

Lenox Park is ***card access only*** during the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Property management will be closed on the following days:

New Year's Eve (half day)

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Eve

Thanksgiving Day

Christmas Eve (half day)

Christmas Day

Keys and Access Cards

There is a non-refundable fee of $25 for each new or replacement access card. Requests should be submitted through the online tenant portal so that Property Management is notified promptly. Access cards will be programmed within 48 hours of the request.

Any fees associated with key requests will be determined based on vendor pricing.

Loading Dock

The loading dock operates Monday through Friday from 6:00 a.m. to 5:00 p.m. Any use outside of these hours must be coordinated in advance with Property Management.

Please note the following loading dock height and width restrictions:

Box Truck Access

- Lane 1 – Height clearance of 12' 1¼"; width of 10'

Transfer Truck Height

- Lane 2 – Height clearance of 14' 1½"; width of 19'

The service elevator dimensions are as follows:

- Height: 9' 3"
- Width: 6' 1"
- Length: 5' 7"

Kindly keep these specifications in mind when planning deliveries or moving items, and ensure this information is shared with all vendors and service providers.

Rules and Regulations

The following rules and regulations have been established to provide a safe and well-maintained workplace for the tenants of Lenox Park. Please be sure all employees, visitors and guests adhere to the following rules:

1. Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be used for the disposal of trash, be obstructed by Tenant, or be used by Tenant for any purpose other than ingress and egress and for going from one part of the building to another part of the building.
2. Do not prop open building doors during evenings or weekends as this is a serious security issue. Please make sure all staff members that need after-hours' access have the appropriate key or access cards. The management office, by company policy, cannot unlock tenant suite doors without proper authorization. In the event of a forgotten key, you will need to call another member of your staff for access to your suite.
3. All large deliveries must be scheduled with Property Management. Any damage to the property, caused by tenant or the tenant's contractor, shall be paid for by tenant.
4. Plumbing fixtures shall be used only for the purposes for which they are designed, and no sweepings, rubbish, rags, or other unsuitable materials shall be disposed therein. Tenant shall be responsible for any costs to repair damage resulting from Tenant's misuse of such fixtures.
5. Tenant will not make any alterations or physical additions in or to the leased premises without first obtaining the written consent of Landlord. Tenant will refer all contractors, and installation technicians to landlord for landlord's approval before beginning any work. This applies to all work performed, including installation of telephones, communications equipment, electrical devices, and associated wiring which must meet fire code, and any installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, life safety equipment, mechanical equipment or any other physical part of the building.
6. No advertising, signage, graphics, or notices shall be inscribed, painted or affixed on any part of the inside or outside of the tenant's space without the prior written consent of landlord.
7. Firearms are not permitted in Lenox Park.
8. Property management, security, maintenance, and janitors of Lenox Park may at all times keep a pass key and be allowed admittance to tenants' office space.
9. All locks for doors in Tenant's leased area shall be Building Standard except as otherwise permitted in the Lease and Tenant shall not place any additional lock or locks on any door in its leased area without Landlord's written consent except as otherwise permitted in the Lease. All requests for duplicate keys must be made through the Property Management office.
10. No windows or other openings that reflect or admit light into a corridor or to any other place in the building, shall be covered or obstructed without approval from landlord.
11. Movement in or out of the Building of furniture, office equipment, or any other bulky or heavy materials shall be restricted to the use of the service elevators and restricted to such hours as Landlord reasonably designates. Tenants will assume all liability for damage or injury to the

building, equipment, or people. Advance written notice of intent to move such items must be made to the Property Management office at least twenty-four (24) hours before the time of such move.

12. All routine deliveries to Tenant's lease premises shall be made through the service elevator. Passenger elevators are to be used only for the movement of people.
    All non-hand carried items must be delivered via the appropriate service elevator. Absolutely no carts or dollies are allowed through the main entrances, lobbies or on passenger elevators.
13. Tenant shall cooperate with Landlord's agents and employees in keeping Tenant's leased area neat and clean. Tenant shall not employ any person for the purpose of such cleaning other than the building's cleaning and maintenance personnel without prior approval by Landlord.
14. All service elevator lobbies are to be kept neat and clean. The disposal of trash or storage of materials in these areas is prohibited.
15. No birds or animals shall be brought into or kept in, on or about public or Tenant areas (except animals recognized and approved by the Americans with Disabilities Act).
16. Tenant shall not tamper with or attempt to adjust temperature controls in its leased premises. Landlord shall adjust controls as required to maintain the Building Standard temperature. Window blinds should remain down and tilted at a 45-degree angle toward the street to help maintain comfortable room temperatures and conserve energy.
17. If tenant desires to install, at tenant cost, shades and draperies, they must be approved by landlord.
18. Landlord or its agents shall have the right to enter any office space to examine the same or to make repairs, alterations or additions as landlord shall deem necessary for the safety, preservation or improvement of Lenox Park.
19. Tenant shall not install or authorize the installation of any vending machines, food or beverage preparation machines or dispensing devices without Landlord's prior written approval.
20. Lenox Park is smoke-free. Smoking is strictly prohibited in all common areas. Anyone found smoking in the building will be asked to leave.
21. Tenant shall comply with all procedures prescribed by Landlord for the security of the building both during business hours and after hours and on weekends.
22. No bicycles or similar vehicles will be allowed in the building. Bicycles must be parked in designated bike racks.
23. Tenant shall not make or permit any improper noises or odors in the building or otherwise interfere in any way with other tenants or their visitors.
24. Landlord shall not be responsible for the acceptance of any goods or other deliveries designated for tenant.
25. Landlord shall not be liable or responsible for lost or stolen money, jewelry or other personal property from Tenants' leased area or public areas regardless of whether such loss occurs before, during or after regular business hours.
26. No machinery or any kind other than normal office equipment shall be operated by Tenant in its leased area without the prior written consent of Landlord, nor shall any Tenant use or keep in the building any flammable or explosive fluid or substance except in accordance with local fire codes and procedures approved by Landlord.

27. Tenant and Tenant's contractors are responsible for removal of trash resulting from large deliveries or move-ins. Building facilities shall not be used for dumping.
28. Tenant may not leave or store equipment, supplies, furniture or trash in the common areas outside their leased premises.
29. Portable space heaters are prohibited.
30. Live Christmas trees are prohibited.
31. Tenant shall comply with Building Fire Safety procedures and shall participate in all Fire Safety and Emergency Training and Drills in accordance with Fulton County Fire Codes.

Landlord reserves the right to rescind any of these rules and regulations and to make such other and further reasonable rules and regulations as in its judgement shall from time to time be required for the safety, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of tenants, their agents, employees and invitees. Such rules and regulations, when made and communicated via written notice thereof, shall be binding upon Tenant as if originally herein prescribed.

Services and Facilities

Maintenance Requests

For general maintenance (heating, cooling, keys, lights, etc.) please have your Tenant Representative submit the request online on the Yardi Breeze tenant portal.

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 building's responsibility, the Tenant will be charged for such work at landlord's cost-plus appropriate mark-up. Maintenance personnel are required to receive instructions and assignments from the work order system or management office only. This procedure helps the management staff keep track of your requests and ensure that they are resolved in a timely fashion.

Custodial Services

Tenant areas are provided with building standard janitorial services 5-days-a-week. Special cleaning services, such as furniture or carpet cleaning, are available. Any special cleaning services are chargeable to the tenant and will be billed on a tenant's rent statement. Moving companies and vendors must remove their boxes from the Premises after deliveries.

Common areas such as entrances, kitchens and conference rooms have trash removal and vacuuming completed nightly. If there are additional items you would like removed, such as extra trash or cardboard boxes, they must be broken down and labeled with "trash" or "recycling" stickers so that the cleaning team knows it is acceptable to remove.

If you have any comments or questions regarding cleaning, please contact property management.

Directory Listings

The building directory is located on the first floor in the lobby by the security desk. For changes or additions to the building directories, please submit a request through the online portal.

Heating/Air Conditioning

Heating or air conditioning is provided during building hours of operation per the lease agreement. Heating or air conditioning required at other times may be scheduled through the online portal. Please be advised that there is a charge for any overtime HVAC.

Where a Tenant has its own additional HVAC unit(s), there will be a charge for providing electricity and chilled water to run Tenant's unit(s). Charges for Overtime HVAC or Tenant Chilled Water will be billed to the Tenant on a monthly basis.

Meeting and Conference Room

To reserve the training room, please submit the request through the tenant portal.

The following are the details of the available conference room:

1st Floor Amenity Center Conference Room: Seating for 38 guests

- (2) 80" TV
- HDMI Cable for Laptop Connection
- Secure Wi-Fi

Moving Procedures

Tenants should schedule their move with property management at least two weeks in advance. Tenants are only allowed to use the service elevator for moving. Tenants should indicate the name of the moving company, a contact name and telephone number, and the time of the move. All moves from the loading dock must be made on weekends or after 6:00 p.m. on weekdays. A certificate of insurance from the moving company and tenant is required prior to move-in. COI requirements can be requested from property management.

Parking

There are three levels of parking in the garage deck, and a card reader is located at each elevator vestibule so tenants can enter 24 hours-a-day, 7 days-a-week.

All non-reserved Tenant spaces are issued on an unassigned basis. Visitor Parking, located on the top deck, is available to Tenants' visitors only. Employees who do not have their access card may not park in Visitor Parking but can park in the deck an take the stairs to the building front entrance.

Safety and security are prime concerns in our parking facility. We ask that you always proceed with caution and travel at minimal speed. The garage is patrolled regularly by our security staff. Security escort service to your car is available upon request by calling the security desk. Vehicles not parked properly within the deck will receive a warning sticker and security will attempt to contact the driver. If vehicle remains the same after an extended period, vehicle will be towed at owner's expense.

Vehicles left overnight in the garage without prior consent from the Management Office will be towed at the vehicle owner's expense. It is very important that all vehicles be registered with the Property Management Office so that we may attempt to notify the vehicle owner or Tenant prior to towing. This

procedure will reduce the likelihood of a vehicle being abandoned or left in the garage for a purpose other than daily use.

Mail Services

The mailroom at 1277 Lenox Park is located by the elevator bank on level P3 of the building.

The Post Office will assign each Tenant a mailbox in the mailroom and will issue two (2) keys to your box. Duplicate keys or re-keying of a mailbox can be arranged through the Post Office – Dresden Branch. Their telephone number is 404.634.4650.

Address: Mail should be addressed as follows:

Tenant Name

1277 Lenox Park Blvd. NE, Suite #

Atlanta, Georgia 30319

The Postal Service provides the following scheduled service:

Mail Delivery 3:30-4:00 p.m. Monday through Saturday

Mail Pick-Up 3:30-4:00 p.m. Monday through Friday

The actual delivery/pick-up time may vary from day to day depending on the volume of mail.

Oversized Packages will be placed in a parcel box, with a note in the Tenant's mailbox advising that a package has been delivered.

Occasionally deliveries arrive after the Tenant's office closes for the day.

Neither building personnel nor security will accept after-hours deliveries on behalf of a Tenant.

Security

Building security staff is on-site Monday – Fri from 7am – 7pm.

They can be reached at 770.286.2076.

In addition, the park has a roving security officer on the weekends who can be reached at 720.698.2549.

Smoking Area

To accommodate smokers, a designated smoking area has been provided. We request your cooperation in encouraging those who wish to smoke to utilize the following facilities provided.

Location: Lower level of P1 to the right of elevator bank near bench.

Solicitation

Lenox Park enforces a strict “No Solicitation” rule throughout the building for the convenience and protection of our tenants. If you notice a solicitor, please contact security.

Billable Work Orders

After-hours HVAC

Keys

Suite Re-Key

Access Cards

Miscellaneous Requests

Engineering Special Assistance

Please submit all requests through the online tenant portal.

Emergencies

The ownership and management of Lenox Park take fire and life safety very seriously. Our objective is to provide our tenants with a safe and comfortable work environment.

While the fire/life safety systems in the buildings are designed to ensure the safety of all occupants, in the event of a fire or other emergency it is important that all individuals working in the building understand the emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the fire and life safety systems in place at Lenox Park, please contact the management office.

EMERGENCY PHONE NUMBERS

Emergency 911

Police Department (non-emergency) 404-848-7231

Management Office 470.619.6114

Security 770.286.2076 or 720.698.2549

As outlined on the following pages, this Emergency Plan establishes a sequential plan of response for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening the building and/or its inhabitants and then provides procedures for the safety and protection of personnel and/or property.

When implemented and supplemented with appropriate instructions from the building's Property Manager (or his representatives), this plan becomes an operational tool for effective and responsive action when occupants of the building are forced to cope with various emergency situations.

For site specific evacuation instructions, please refer to the Tenant Evacuation Manual.

Suite Response Team Program

The successful execution of Emergency Procedures depends upon the degree of confidence, cooperation and coordination mutually achieved by the Suite Response Team and his/her fellow employees on the one hand, and the Property Manager and his/her Building employees on the other.

In that regard, each Suite Response Team (SRT) must manifest an unselfish responsibility toward the common good i.e., the safety of all occupants within the building. This can be achieved if the appropriate Tenant Executives:

- Assign responsible personnel to function as the Suite Response Team;
- Insist that the SRT read and understand this Emergency Plan and Evacuation Plan in its entirety;
- Ensure that applicable portions of this Emergency Plan are adequately disseminated to each of their employees;
- Allow all SRT members to participate in periodic training sessions so they are equipped to perform specialized emergency assignments;
- Enthusiastically support the overall objectives of the Building's Emergency Procedures.

Tenants are encouraged to incorporate specific emergency procedures applicable only to their individual operations (e.g., procedures to safeguard monies, negotiable instruments, original contracts, etc.).

At the time of move-in, each tenant is asked to complete the Emergency Response Team Form designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to ensure that this form is updated when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency response personnel. Communication of emergency instructions and information must never be interrupted due to the transfer or loss of this key individual.

Thus, any changes in the employment status and/or replacement of any SRT member must be reported immediately (in writing) to the Property Management Office. Special efforts must also be made to immediately train the replacement Tenant Warden or Deputy in all aspects of the Emergency Plan.

While the Lenox Park management staff may periodically host emergency response team training, the general responsibilities are outlined here. It is the responsibility of all emergency response team personnel to familiarize themselves with these guidelines as well as all the emergency procedures.

There are three emergency response team positions. They are:

- Suite warden – responsible for directing staff in event of an emergency and explaining/overseeing all emergency actions.
- Searcher – after all personnel have evacuated the suite, the searcher sweeps the suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- Physically impaired assistance monitor – assists any physically impaired individuals during an emergency and/or building evacuation.

Suite Response Team Responsibilities

The SRT members are the connecting link between the Property Management Office and the Tenant's employees. As such, they have direct control and responsibility for all decisions relating to the safety of their employees during an emergency. During an emergency, corporate hierarchy should be relegated in favor of allowing the SRT to effectively take charge (within the bounds of the Emergency Plan).

If your firm occupies more than one floor, an SRT should be designated for each floor. Those persons or their alternates must be present at all times while the building is occupied. These members must be familiar with the Building Evacuation Plans(s), floor layout, and location and use of fire equipment.

Each member of the SRT has an extremely important job to perform in the event of an emergency. Each suite response team designee should become familiar with the following duties.

Suite Warden

- Ensure all team members know their duties, locations of stairwell exits, and safe refuge areas.
- Maintains an updated roster of suite response team personnel.
- Keeps property management updated on any changes in the suite response team.
- Alerts suite response team of potential emergencies.
- Supervises the activities and training of the suite response team.
- Predetermines search patterns and routes.
- Predetermines a safe refuge area for staff to meet during an evacuation.
- Supervises fire drills.
- Responsible for informing and training suite response team in emergency procedures.
- Maintains current list of all physically impaired occupants in your suite.

- Pre-plans the handling of physically impaired occupants during evacuation.
- Takes roll at predetermined safe refuge/meeting area and reports any missing team members.

Searcher

- Under the supervision of the suite warden, searchers are responsible for finding and evacuating all personnel from the suite, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- Close, but do not lock all doors after you have determined that the room has been evacuated.
- Advises any remaining personnel in the suite of the emergency and insists on their evacuation.
- Evacuates non-employees from the suite.
- Must be familiar with the emergency procedures and the location of all stairwells.

Physically Impaired Assistance Monitor

- Under the supervision of the suite warden, the assistant to the physically impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains up-to-date list of physically impaired employees.
- Moves all wheelchair bound personnel and others unable to use stairs to the stairwell and waits with them until emergency personnel arrive.

All Tenant employees must remain calm, attentive, responsible, and quiet so they are able to hear all pertinent emergency instructions and orders. By remaining calm, the employees will not add confusion or dangerous panic to the emergency procedures initiated for their personal safety.

Various aspects of the Building's Emergency Systems and Procedures will be tested on a deliberate, systematic and periodic basis in accordance with the instructions from the Property Manager and/or the DeKalb County Fire Department. The SRT are responsible for seeing that all Tenant employees participate in periodic fire drills as notified by the Property Management Office.

Fire Procedures

Lenox Park is fully sprinklered with numerous fire detection and alarm devices throughout the building. Upon activation of an alarm, the Building Fire Alarm System will produce an audible alarm on the floor of the alarm, the floor above and the floor below.

In the event a fire is discovered or heavy smoke, do NOT wait for an alarm to sound.

IMMEDIATELY:

1. Pull the Fire Alarm Box. Pull stations are in the corridors next to each stairwell entrance.

2. Call 911 (Dekalb Fire Department). Relay the following information:

- Building name
- Street address
- EXACT location of the fire
- What is burning (electrical equipment or wiring, liquids, paper or wood furnishings, etc.)
- Severity of the fire
- Floor where you are located
- Your name
- Telephone number

3. Call the Lenox Park security at 770.286.2076 and relay the above information. Confirm that the fire department (911) has been called.

4. Notify your Suite Response Team. All employees should know who their Suite Response Team is (are).

If the fire is small enough to be controlled by a fire extinguisher, use the handheld chemical fire extinguishers located within your space and in the stairwells.

Do **NOT** attempt to control the fire if it poses a threat to your safety. If possible, close the door(s) to the room. This may help contain the fire.

If you hear an alarm:

1. Stay Calm
2. Prepare to evacuate if necessary- know where the nearest exits are.
3. Follow instructions from your Suite Response Team or given over the Building Public Address System.

4. If the order to evacuate is given, use the stairs. If you need assistance, await help in the stairwell.

5. If smoke is present, stay low. The best air is near the floor.

6. Do NOT use the elevators. The elevators will automatically return to its base level.

7. If caught in heavy smoke, take short breaths through a piece of clothing held to your nose and crouch low and move to the exit by crawling.

8. Once outside the building, proceed to your predetermined safe refuge area.

9. Do NOT return to your workspace until the Fire Department or Building Personnel advise you that it is safe to do so.

If you are outside the building during a fire, stay far enough away to avoid possible falling glass or smoke inhalation.

When the evacuation is completed, assemble and account for all personnel.

- Total number of employees moved or evacuated
- Total number of visitors moved or evacuated
- Total number of personnel missing
- Names of missing persons

Once the fire has been contained by the Fire Department, an “All Clear” will be issued when/if it is safe to return to the building.

Bomb Threats

While the vast majority of bomb threats are indeed false alarms meant only to disturb or disrupt the normal work of a person or company, at no time should any call be regarded as just another false alarm. Bomb threats must always be taken seriously. Do not assume that a bomb threat is a prank call. Anyone can receive a bomb threat, and all Lenox Park tenants should be prepared.

1. Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message.

2. Listen carefully. Be polite and show interest.

3. If your phone has caller ID, write down the number.

4. Obtain as much information from the caller as possible.

- Location of the bomb
- Type of bomb
- Time of detonation
- Outside appearance or description of bomb
- Reason for planting the bomb
- Transfer the information taken onto a Bomb Threat Report Form

5. Tell the caller the building is occupied and that the bomb might cause the death of innocent people.

6. Listen for background noises that might help in determining where the call was made.

7. Upon termination of the call, DO NOT HANG UP, but from a different phone, call 911 immediately.

Call the Property Management Office giving as much of the following information as possible:

- Your name
- Your location and telephone number
- Name of the initial recipient of the threat
- Name of anyone listening to the call
- Name of any employee threatened by the caller
- Normal work location of any threatened employee
- Time the bomb is supposed to explode

- Exact location where the bomb is supposed to be
- Outside appearance of the suspected bomb package
- Reason given for planting the bomb

Notify the Suite Warden.

REPORT, BUT DO NOT TOUCH ANY SUSPICOUS OBJECTS!

Elevator Emergencies

If you are in an elevator which stops between floors or if the doors will not open, do NOT attempt to force the doors open. Push the emergency alarm button. It will ring automatically at the Security Desk. A Security Officer will immediately respond and will summon elevator personnel to assist you.

The elevators are equipped with numerous safety devices that prohibit them from falling under emergency conditions. Under no circumstances should you attempt to exit a car except through the doors that have opened level with a floor. Do NOT attempt to climb out and jump to a floor below should the doors open between floors.

In the event of a power interruption to the building, the elevators will automatically be lowered to the ground level one at a time and the doors will open.

Please report all elevator incidents, however minor, to Security.

Evacuation Procedures

In the event of an emergency, it may become necessary to evacuate the building. All suite response team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

In the event an evacuation is necessary:

1. Follow the evacuation route to an emergency exit. Follow the instructions of any police, fire or other official who may be on the scene to take charge.

2. Close office doors as you leave.

3. Form single-file evacuation line.

4. Use enclosed stairwells and grip handrails when descending stairs. Keep to the right to allow firefighters access to individual floors.

5. Minimize talking.

6. No smoking.

7. Assist in moving physically impaired persons to building stairwell landings.

8. In the event of total building evacuation, go to your predesignated safe refuge area and ensure that all your employees have evacuated.

9. Do not use the elevators unless directed by building personnel.

Medical Emergency

Time is extremely important in the case of a medical emergency. Bridge Commercial Real Estate 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 on a voluntary basis.

In the event an accident or medical emergency takes place in your office area:

1. Call 911 and give the following information:
    a. Building name
    b. Street address
    c. Floor and suite number
    d. Nature of injury/illness and symptoms
2. Call Lenox Park Security at 770.286.2076 and reiterate the above information. Confirm that 911 has been called.
3. If possible, have someone meet the emergency personnel when they arrive.

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

Disasters/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. Security and building management monitor the National Weather Service via radio for emergency updates including weather. Tenants are encouraged to also monitor severe weather through radio or email alert. Should a Tornado or High Wind warning be issued that threatens the building and safety of the occupants, a building-wide announcement will be made over the building public announcement system.

It is recommended that the following inventory of emergency equipment to be used during severe weather is maintained.

- Flashlights and fresh batteries
- First aid kits to treat minor injuries
- Portable radios—useful for keeping abreast of severe weather conditions

Emergency Response

1. Move all occupants to the core areas of the building (corridors, elevator lobbies). Stay away from exterior windows and the perimeter of the building. Sit down and protect yourself by putting your head as close to your lap as possible or kneel protecting your head.

2. If your company decides to evacuate the building, notify the management office of your intention to do so. Evacuate via stairway in a severe weather evacuation. Do not use the elevators. Keep clear of elevators and stairwell doors.

3. Assign people within your office to make certain that all members of your staff have vacated safely.

4. Confirm with the (Assistant Property Manager /lobby security officer/lobby monitor, etc.) that your company has totally evacuated its space and the building.

Notify the Property Manager of all leaks, fires, structural or other damage during or after the storm at 470.619.6114.

Power Failure

In the event the building sustains a power failure, emergency lighting is available throughout the building including the stairwells. The stairwell emergency lighting is on generator back up. All HVAC equipment, lights, and receptacles and most telephone equipment will not be operational. One elevator in each elevator bank will be operational. The life safety system will be operational.

1. The chief engineer contacts the electric company to find out the duration of the power outage.

2. Suite Response Team, check the elevators on their floors to see if people are trapped inside. If there are people trapped, ask them to remain calm and then notify the chief engineer of their location.

3. Do not leave the elevator lobby. Do not try to pry the doors open.

4. If the power is not restored after 15 minutes, all Suite Response Team must proceed to main floor lobby.

5. If the electricity 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 evacuation procedure. During disasters that cause loss of primary power sources, Georgia Power will work to restore service from a stand-by source. Telephone service may also be interrupted during severe weather. Tenants requiring emergency services should contact their telephone company.

EXHIBIT A

Suite Response Team

Contact Information

Company: _____

Suite: _____Office Phone: _____

(Please feel free to add any other contact information on an additional sheet.)

Fire Wardens, Deputies, Special Assistance Wardens:

Name	Phone	Email	Position

Employees needing special assistance in the event of an emergency:

Name	Phone	Email	Type of physical impairment

EXHIBIT B

Lenox Park Contact Information

Company: _____

Suite: _____Office Phone: _____

(Please feel free to add any other contact information on an additional sheet.)

Tenant Contact for Daily Operations:

Name:	Phone:
Title:	Email:
Name:	Phone:
Title:	Email:

Accounting Contact:

Name:	Phone:
Title:	Email:
Name:	Phone:
Title:	Email:

Lease Decision Maker Contact:

Name:	Phone:
Title:	Email:
Name:	Phone:
Title:	Email:

After Hours/Emergency: (please list three)

Name:	Phone:	Email:
Name:	Phone:	Email:
Name:	Phone:	Email:

Number of Employees: (Companies with multiple suites, please provide information per suite)

EXHIBIT C

Bomb Threat Report Form

INSTRUCTIONS: Be calm. Be courteous. Listen; do not interrupt the caller. Notify your Supervisor by a predetermined signal while caller is on the line.

Date _____ Time _____

Time caller hung up _____ Phone number where call was received_____

QUESTIONS TO ASK:

1. Where is the bomb located (floor)? _____
2. When is bomb going to explode? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will make it explode? _____
6. Did you place the bomb? _____
7. Why was it placed? _____
8. What is your name? _____

Record the exact words of the threat:

_____

_____

TRY TO DETERMINE THE FOLLOWING

Description of Voice: Male____Female___Adult___Juvenile___Age _____ years
Loud____Soft____High Pitch____Deep____Raspy____Pleasant____Intoxicated____Other

Accent: Local____Not local____Foreign____Region _____

Speech: Fast____Slow____Distinct____Distorted____Stutter____Nasal____Slurred____Lisp___

Language: Excellent____Good____Fair____Poor____Foul____Other____

Manner: Calm____Angry____Rational____Irrational____Coherent____Incoherent____Deliberate___
_ Emotional____Righteous____Laughing____Intoxicated____

Background Noise: Music____Talking____Cars/Trucks____Children/Babies____Office machines____
Factory machines____Trains____Animals____Airplane____Other____

ADDITIONAL INFORMATION:

_____

_____

_____

_____

_____

_____

ACTION TO TAKE IMMEDIATELY AFTER CALL: Notify your supervisor/security officer as instructed. Talk to no one other than as instructed by your supervisor/security officer.