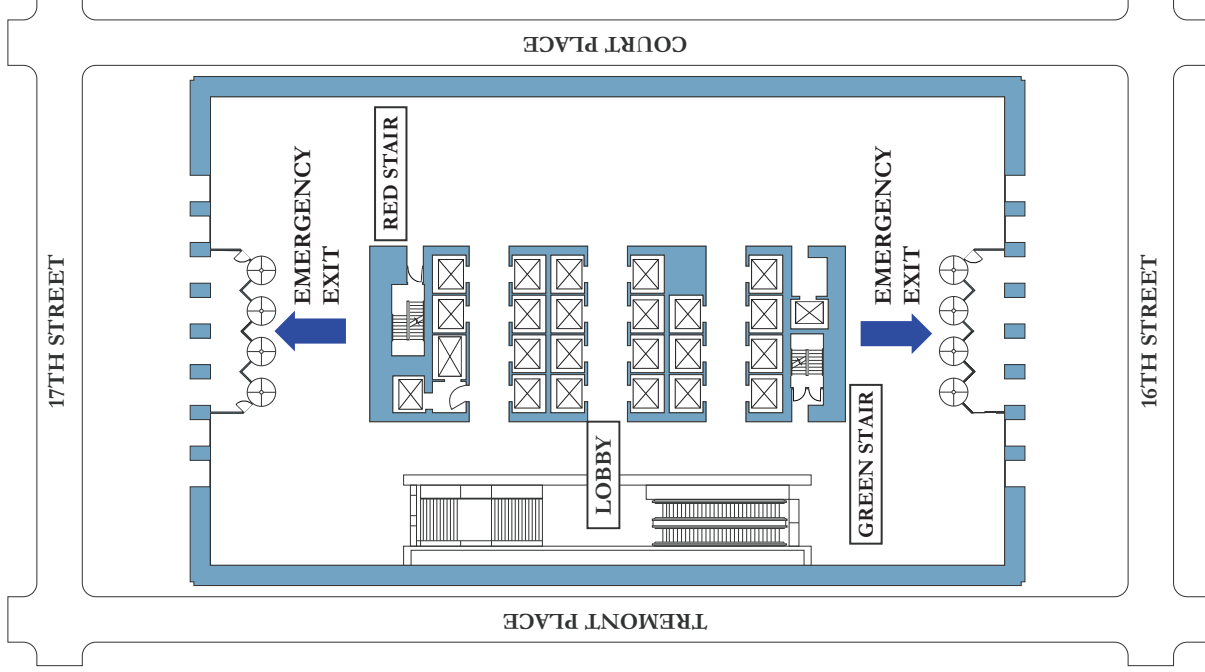


KNOW YOUR EXIT



IN CASE OF EMERGENCY

Stay calm and help others. If necessary, use the safest exit stairwell to evacuate the building. An emergency involving partial evacuation of occupants in the building is to involve three floors: the original floor, where the alarm is activated, as well as one floor above and one floor below the alarm floor. **DO NOT USE THE ELEVATORS.**

EMERGENCY TELEPHONE NUMBERS

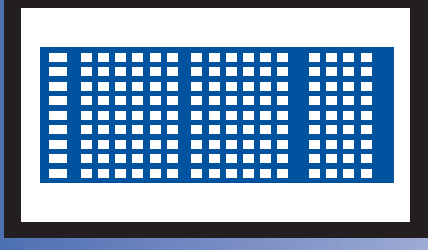
- Denver Fire Department** Call 911 or *(303) 913-1311
- Medical Emergency** Call 911 or *(303) 913-1311
- Police Department** Call 911
- Building Emergency** Call (303) 893-9345
(Non-Emergency) or (303) 595-7004

* to be used only if problem occurs with 911 system

We hope you are confident about what to do in an emergency. In the case of a fire, medical, bomb threat or police emergency, call 911 and then Building Security at (303) 893-9345.

In case of an earthquake, duck, cover, hold, and be prepared for aftershocks.

By knowing what to do and how to report an emergency, you will make an important contribution to life safety at Republic Plaza.



REPUBLIC PLAZA

EMERGENCY PROCEDURES

REPUBLIC PLAZA SAFETY

A SAFE ENVIRONMENT

Republic Plaza was designed to minimize the chance of a life-threatening emergency, and to reduce damage in the event one does occur. Safety systems are monitored 24 hours a day, seven days a week.

From the Central Operations (CO), Building Security monitors and operates all fire/life safety and communications systems. When activated, smoke detectors and manual pull stations located on each floor alert security of the floor in alarm by sending a signal to the Fire Command Center (FCC) located in the main lobby. In significant fire, overhead sprinklers located throughout the building provide an immediate response and send a signal to the FCC. Air handling equipment on the alarm floor automatically shuts down to prevent the spread of smoke or fire, and elevators are returned to the main lobby.

The Denver Fire Department is familiar with the Building systems and will be on-site within minutes. **If an emergency occurs, it is critical that every Building Occupant know how to respond. Stay calm and follow the instructions of your Floor/Suite Warden.**

Smoke detectors are provided for your personal safety. Anyone who willfully or maliciously tampers with, damages, breaks, or removes any smoke detector shall be guilty of a misdemeanor. Any person who willfully sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor.

IF YOU DISCOVER FIRE OR SMOKE

1 Safety of Life - Remove everyone from the immediate area of danger. Confine the fire by closing as many doors as possible as you leave the area. Do not lock doors.

2 Notification - Activate the manual fire pull station in close proximity. This will alert your floor by sounding the visual and audible alarms and will also notify Building Security.

3 Call the Fire Department at 911, or (303) 913-1311 should a problem occur with 911. Give the emergency operator the following information: the Building name and address (370 17th Street), your floor and suite number, the nature of the emergency and your call-back telephone number. Note, do not hang up until the operator does so first.

4 Fire fighting (Optional) - Only attempt to do so if: You have been properly trained, you have someone with you, it is safe to do so, and your back is always facing an exit.

5 Proceed to the safest stairwell exit and begin to evacuate the building (this includes the following floors: the original floor, where the alarm is activated, as well as one floor above and one floor below the alarm floor) unless otherwise instructed.

IF YOU ARE NOTIFIED OF A FIRE ALARM

If there is a fire alarm on your floor, stay calm and wait for intercom instruction.

1 Proceed to your safest emergency exit stairwell and begin immediate evacuation (feel all doors before opening and close all doors behind you, but do not lock).

2 Using stairs, evacuate the building. This includes the following floors: the original floor, where the alarm is activated, as well as one floor above and one floor below the alarm floor (unless otherwise instructed by Building Security or Fire Department personnel).

3 Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to the main lobby.

4 If smoke is present, stay low to the ground and use alternate route to exit stairwell.

5 If you are physically challenged, seek help from your assigned Evacuation Assistance Buddy. Physically challenged individuals should not wait inside stairwells alone.

6 If you are trapped inside your office, room, or area, close as many doors as possible between you and the fire, and wedge cloth material along the bottom of door. Call the Fire Department at 911 or (303) 913-1311 should a problem occur with 911 and give them your exact location. Break windows only as a last resort.

EMERGENCY PROCEDURES

IF YOU RECEIVE A BOMB THREAT

1 Try to get as much information from the caller as possible and take notes. Ask the following questions: Where is the device? When is it set to go off? Who are you? Why are you doing this? What does the device look like? This information will assist Building Management and the Police Department in determining the course of action to follow.

2 Call the Police Department at 911.

3 Notify Building Security at (303) 893-9345.

4 Record all information. The exact time of the call, the caller's exact words, any background noises, a description of the caller (nationality, age, etc.) should be written down.

5 If you discover a suspicious object, do not touch it. Clear the area and notify the Denver Police Department at 911 and Building Security at (303) 893-9345.

After severe weather

1 Do not light a match or lighter.

2 Check for self injuries.

3 Call the Property Management Office to report any building damage or request assistance.

4 Do not use elevators until advised to do so.

5 When instructed to leave the premises, be aware of glass, water, dislodged manhole covers and drains, and live electrical wires. Use special caution if ice and snow are present.

During severe weather, you are safer within the building than outside. Please be aware that instructions may be given over the PA system or via electronic emergency messaging to take refuge. If given instructions, act quickly, but do not panic, and do not attempt to go outside.

1 Seek shelter in a safe location away from the building perimeter, where the maximum number of walls is between you and the exterior of the building.

2 If you cannot reach a safe location, take shelter under a heavy desk or table. Assume a crouching position: cover your head with your arms and place your face between your knees.

3 Remain in place and wait for instructions made over the PA system or electronic emergency messaging.

4 Do not attempt to use the elevators or run outside.