

ACKNOWLEDGEMENT FORM

By signing below, you have acknowledged the following:

- You have received a copy of the Emergency Preparedness and Procedures Binder for **1155 Perimeter Center West** (the “Binder”).
- This Binder is a Critical and Integral part of the building’s emergency response plan.
- You **MUST** keep this Binder in a visible and readily-accessible location.
- You know where the other copies of the Binder are maintained.
- It is your responsibility to read the Binder in its entirety and become familiar with the contents of the Binder so that you are prepared for an emergency prior to any emergency. Reading this Binder for the first time during an emergency situation is too late.
- This Binder will be periodically updated. It will be your responsibility to read and become familiar with any and all updates.
- If you are the Chief Engineer, Lead Engineer or Lead Security Officer, you acknowledge that it is your responsibility to orient new employees with the Binder and its contents on their first day of employment.
- You will not remove any information from the Binder, unless you remove it temporarily to photocopy that information and return that information immediately following conclusion of the photocopying. The exception is the Emergency Procedures Flipchart. If you remove these documents, you agree that you will make a note stating the date you have removed such item. You further agree that you will return the item no later than 24 hours after its temporary removal.

AGREED & ACKNOWLEDGED:

Signature: _____

Name: _____

Title: _____

Employer: _____

Date: _____

Return signed Acknowledgement Form to Lorry Jensen.