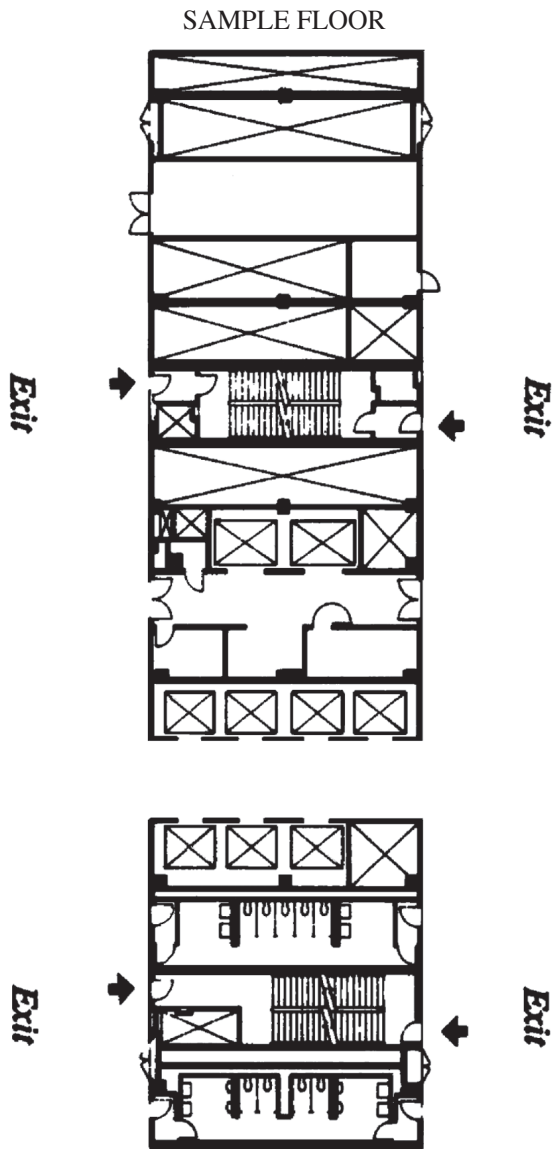


Know your exit



CITY NATIONAL PLAZA

A safe environment

City National 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.

The Fire Safety Director can operate all building mechanical and communications systems from the Fire Command Center in the main lobby. Manual Pull Stations located on each floor next to the stairwell exits and in the elevator lobbies alert the fire floor. This signal initiates Fire Brigade and the Los Angeles Fire Department response.

Heat/smoke detectors and overhead sprinklers in strategic locations also set off an alarm. Air handling equipment in the area automatically shuts down to prevent the spread of smoke. At the same time, elevators are returned to the lobby to await the arrival of fire fighters.

The Los Angeles Fire Department is familiar with our system and will be on-site within minutes. If an emergency occurs, it is critical that all building occupants know how to respond.

In case of emergency

Stay calm and help others. If necessary, use the stairs to relocate down at least five floors. Do NOT use the elevators.

My nearest exit is: _____

My Floor Warden is: _____

For all fire or medical emergencies, dial 911.

Building Security: 213.485.9591

Building Office: 213.485.9595

NOTE:

Some offices have centralized telephone systems that require you to dial or press a prefix before 911. Check with your office manager.

EMERGENCY PROCEDURES



CITY NATIONAL PLAZA



In a medical emergency

Do not move the person.

If necessary, administer first aid.

Call paramedics. Dial 911.

Tell them your address, floor, and suite number.

Call Building Security at 213-485-9591.

We will hold a freight elevator ready for the medical team. If a private physician has been called, let us know and we will escort the doctor to your office.

Post one person at the freight elevator.

He/she will lead the medical team to the person in distress.

In the event you discover a fire

Rescue anyone in danger.

Confine the fire.

Close the doors, but do not lock them.

Pull manual fire alarm.

It will be by the nearest stairwell exit or elevator lobby. This will alert your floor and the Fire Command Center, and it will initiate the Fire Department response.

Call the Fire Department. Dial 911.

Report the address, floor and suite number of the fire. Also report its type and severity. This information will be relayed to fire fighters en route.

Do not hang up until the operator tells you to.

Call Building Security at 213-485-9591.

Repeat the above information.

Alert your Floor Warden.

Tenant Floor Wardens have been trained in emergency response. Follow their instructions.

In the event you hear the fire alarm

Stay calm and follow the Floor Warden's instructions.

You may be asked to inspect the area or help others.

Do not use the elevators.

If you're in an elevator when the alarm sounds, don't push the emergency button. Elevators automatically return to the main lobby to await fire fighters.

Close the doors, but do not lock them.

Take only essential belongings with you.

Relocate down at least five floors, using the stairs.

Floor Wardens on relocation floors will provide access. Keep to the right on the stairs. Remove high-heels.

Feel the doors before opening them.

Do not open any that are hot.

If you are disabled, wait for help.

If assistance from your assigned Aide is not forthcoming, wait near stairwell doors.

If you are trapped, keep doors shut.

Seal crack under doors with cloth. Call the Fire Department (911) and report your location

In the event you receive a bomb threat*

Attract a co-worker's attention.

Have him/her call 911 to request tracking of the call.

Get as much information as possible.

Find out about the bomb's location, type, appearance, time of detonation and who is placing it. Listen for background noises or distinguishing voice characteristics.

Call the Police Department. Dial 911.

Call Building Security at 213-485-9591.

They will notify other tenants and staff and will confirm that the Police have been called.

Do not touch any suspicious objects.

If any suspicious object is found, notify the Police and Building Office and clear the area.

In the event there's an earthquake

Stay calm.

You are safer in the building than outside.

Protect yourself by getting under a table or desk.

Move toward the center of the building as soon as possible. Avoid windows.

Remain on your floor until otherwise instructed.

Specific instructions may be announced over the PA system.

Do not use the elevators.

If you're in an elevator, it will automatically travel one floor and open its doors. Stay in the elevator lobby.

AFTER AN EARTHQUAKE

Check for injuries and give first aid if necessary.

Cover injured people to keep them warm. Seek medical help.

Clean up and warn others of dangerous spills.

Do not use the phones.

Use the radio to obtain information.

Be careful when moving about.

Collapses can occur without warning. Be aware of possible dangers such as electrical wiring and broken glass.

Be prepared for after shocks.

*The decision whether or not to evacuate will be based on recommendations of local authorities and will be the responsibility of the senior officer of each company.