

Tenant Bulletin

Date: August 31, 2017
To: Edna Lucille Goodrich Tenants
From: Amy Lamb, Property Administrator
Re: **Evening Evacuation Drill Tonight**



Evening Evacuation Drill

Thursday, August 31st

Tonight there will be an evening evacuation drill. This drill is intended for the night janitorial crew and any staff in the building after 6:00 pm to implement and practice evacuation procedures.

The fire alarm will be sounded between 6:00 pm -7:00 pm. Horns and strobes will be activated and all occupants in the building are expected to participate in the evacuation as soon as the alarm sounds. The evacuation assembly area for afterhours is located at the smoking shelter near the oversized vehicle parking. Please make whatever notes are required of you from your agency or supervisor for documentation of participation and accountability.

An actual sweep of the floors will not be performed during the drill. During an actual emergency Tumwater Fire Department would clear all floors and provide the all clear to return to the building. For the purpose of this drill, Wright Runstad & Company staff will provide the all clear indicating you can return to the building.

If you have any questions regarding this drill please contact the Property Management office.

This bulletin and other recent bulletins can be found posted on the ELG Building website at www.elgbuilding.com .

Sincerely,

Wright Runstad & Company
Property Management
360-528-4020