

NOTICE OF RESPONSIBILITY

This memo is to notify you that upon review of the Emergency Procedures it is your responsibility as the designated Fire/Safety Warden, on behalf of your firm to do the following:

- Go to the Trinity Centre Web Page (www.trinitycentreinfo.com) under Emergency Procedures and review the updated Emergency Procedures. You might want to have the website on your home computer.
- Print the updated Emergency Procedures and replace them in your Occupants Handbook.
- Develop an evacuation plan for your Suite(s) and inform your Company and Employees.
- Inform your Firm that it is the employer's responsibility to train their employees in Emergency and Evacuation Procedures.
- Review the procedures every 6 months with your staff.
- Update with the Management Office every six months your Key Management contacts information (persons to be notified in the event of an emergency), list of Fire and Floor wardens, list of persons needing assistance and head count of employees.
- Post the Responsibilities Reference Chart for Fire and Evacuations in your Suite.

Thank you for your cooperation.