

From: Executive Director
To: +All HQ Employees
Cc:
Subject: Building Update – January 4, 2008

Leaks have been reported at the headquarters building today due to the storm passing through Sacramento. All reports of leaks are being investigated by DGS and our on-site consultants. DGS will determine the source of the leaks and short/long term strategies for addressing them. Please continue to report any water intrusion issues through the survey form located on the Building Assessment website. Again, I thank you for your assistance.

With the strong winds, a power outage could occur. If this happens, please remain at your workstation until notified otherwise.

The building's power supply is from two different SMUD grids, so we should not lose power to the entire building. If we lose power, the emergency generator will come on, restore emergency lighting and bring the elevators to the first floor.

If power is going to be out for more than 1 hour, a determination will be made whether employees will be sent home.

If it is determined that evacuation is required, an announcement will be made over the PA system.

Employees will have limited access to elevators and may also leave the building using the stairs. Please be patient while waiting for elevators and be considerate of the immediate needs of others.

If the normal workday is disrupted, employees should call the 1-888-668-8839 number for up-to-date information regarding the facility.

If you have any other concerns, please discuss them with your immediate supervisor.

Additionally, the creaking you are hearing in the building is part of the design. The building is engineered to move during high winds.