

From: Executive Director
Sent: Wednesday, January 11, 2012 1:19 PM
To: +All HQ Employees
Subject: Building Update - January 11, 2012

At approximately 10:30 a.m. today, a portion of the window (the spandrel panel) between the 8th and 9th floors broke and pieces fell onto the sidewalk along 5th street. No injuries were reported.

Since the 8th floor is unoccupied, there were no employees working near the panel that fell and the area has been cordoned off until we have been notified the situation has been stabilized. To ensure the safety of our employees, we have moved staff, on floors two through nine, away from the east side windows.

As another precautionary measure, the fire department has blocked off 5th street around the building to ensure no one is injured. We ask employees to avoid the 5th street area and utilize alternatives paths of travel.

The Department of General Services, the building owner, is investigating the incident.