

From: Executive Director  
Sent: Tuesday, October 02, 2007 1:51 PM  
To: +All HQ Employees  
Subject: Building Update

In the best interest of the health and safety of BOE employees, this notice is a directive to all BOE headquarters employees and 450 N Street occupants. You must stay off floors 22 and 23 of this building until further direction is given. The remaining staff on the 23rd floor will vacate their offices by 5:00 today.

Failure to follow this directive will result in disciplinary action.