

***1234 MARKET STREET HEADQUARTERS
SERVICE INTERRUPTION PLAN***

In order to maintain building security and keep the building operating normally in the event of a SEPTA work stoppage, we will be implementing the following regulations throughout the strike's duration. These regulations will be enforced with the temporary hiring of an additional four (4) security officers. (This number may increase or decrease as conditions warrant).

- All entrances to the building will be secured except for the Market Street West entrance door and the stationary doors (not the revolving doors) located at the rear of the building lobby.
- Security gates will be erected at the north end of the high and low-rise elevator lobbies forcing all visitors and tenants to exit/enter via the south elevator entrance. The lobby entrance to Citizen's bank will be secured, and all customers will be required to use the Market Street entrance to the bank.
- Current policy requires all occupants (SEPTA and non-SEPTA) to visibly wear/show their picture identification AT ALL TIMES. This mandate will be strictly enforced. Two security guards at the Market Street entrance will request badge identification from all tenants. If a tenant fails to produce their identification card a company representative must escort them to their office.
- Visitors and guests will not be required to produce identification; however, they must sign the logbook before proceeding to their destination.
- Tenants should notify their vendors that there might be problems delivering merchandise to the building and should plan to have adequate supplies to cover at least a one-month period.
- Security guards will be in constant communication with the SEPTA police radio room on the 19th floor in the event any disturbances occur either outside or inside the building.
- If an alternate entrance (for third party contractors working in tenant areas) is required, that entrance will be from the 13th Street loading dock area into the building via the freight elevator, and one security guard will be stationed at that location.

- Smoking will only be permitted in the south plaza area.
- The south plaza gate to the alley will be locked.

CONTACTS

If you require assistance or have any questions in connection with the work stoppage, please contact:

U. S. Equities Asset Management

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