

## WHAT'S GOING ON AT



# CORPORATE WOODS

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**TO: ALL CORPORATE WOODS® TENANTS**

**RE: SEVERE WEATHER PROCEDURES**

Please be advised and post the following Tornado Procedure. Should you have any questions or concerns, please contact your Property Manager at 913.451.4466. To view the entire Corporate Woods® Emergency Procedures Manual, visit our website at [www.corporatewoods.com](http://www.corporatewoods.com), mouse over *Tenant Resources*, click on *Rules and Regulations* and then click on the PDF document called *Emergency Resources Handbook*.

### **TORNADO PROCEDURE**

A Tornado Warning means that a tornado has been reported or detected by radar. The *WARNING* will tell you the last known location of the tornado, and, if possible, its speed and direction of movement.

**PUBLIC WARNING** – Will come over the radio, TV or three (3) minute steady blasts of sirens by the Johnson County Emergency Management Warning System. These sirens are not designed to be heard indoors. They are designed to alert people who are outside to seek shelter indoors. Please purchase a weather radio at your local hardware or grocery store to keep informed on the current weather conditions.

#### **IF POSSIBLE, THIS IS WHAT YOU SHOULD DO:**

1. Pull blinds or drapes closed, if time allows.
2. Get away from the perimeter of the building and exterior glass. If you are in the perimeter office, leave your office and close the door.
3. Go immediately to core locations (central corridors, elevator lobbies, enclosed stairwells, restrooms), away from any glass entrances or partitions.
4. When you have reached a core location, protect your head and eyes, lie flat and make as small a target as possible. If you have a portable radio or flashlight, take it with you.
5. **DO NOT** use the elevators.
6. **DO NOT** GO TO THE FIRST FLOOR LOBBY OR OUTSIDE THE BUILDING.
7. **DO NOT** touch any exposed wires after the tornado passes.
8. **DO NOT** panic.

#### **IF YOU ARE IN TRANSIT IN THE BUILDING:**

1. Proceed immediately to core locations (central corridors, elevator lobbies, enclosed stairwells, restrooms), away from any glass entrances or partitions.

#### **IF YOU ARE CAUGHT IN AN OUTSIDE PERIMETER OFFICE:**

1. Seek protection under a desk or heavy table.

*EMERGENCY UNITS* and *CORPORATE WOODS®* personnel will arrive and assist occupants as soon as possible after the tornado passes.

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Stoltz Management Company is the exclusive leasing agent and manager of Corporate Woods®