

KENNEDY WILSON

Blue Oaks Town Center

Rocklin, CA

TENANT KIT

AND

EMERGENCY PROCEDURES

12/04/07

TENANT EMERGENCY INFORMATION

Emergency Phone Numbers

Police:	911
Fire:	911
Medical Aid:	911
Common Area Maintenance	Kennedy Wilson (916) 746-0700 T. Bell's Cell (916) 832-6983
Building Emergencies:	Kennedy Wilson (916) 746-0700 T. Bell's Cell (916) 832-6983
Kennedy Wilson	(916) 927-1000, there is a 24 hour answering service after normal business hours.

In the event of an after hours emergency, we may need to contact you. Therefore, please fill out the attached ***Tenant Emergency Information Sheet*** and fax it to Kennedy Wilson **AS SOON AS POSSIBLE** at (916) 746-0717, or mail it to: Kennedy Wilson Properties, P. O. Box 2795, Rocklin, CA 95677.

It is essential that this information be kept current in our files. As changes occur, please submit the same form and check mark "*Addendum*" in the upper right-hand corner to assure that our records are changed accordingly. Thank you for your cooperation in this very important matter.

KENNEDY WILSON OFFICE HOURS

Kennedy Wilson's office hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday. Our onsite office is located at 6632 Lonetree Blvd., Suite 200. If you have an after hours emergency, you may call (916) 927-1000 or (916) 832-6983 to reach our 24 hour answering service. The answering service has been instructed to forward **emergency** calls to one of our property management staff. Please give your name, company name, suite number, building name, telephone number, and nature of the emergency to the answering service. We do our very best to respond to all calls in a timely manner.

INSURANCE

Pursuant to your lease, commencing on the day you are given possession of the premises, you shall maintain adequate liability insurance. By now, your insurance agent should have provided Kennedy Wilson, with your Certificate of Insurance naming the property owner and the management company as **additional insured** as follows:

“ROCKLIN RETAIL, LLC AND KENNEDY WILSON PROPERTIES are listed as additional insureds on this policy.”

If this has not been done, please have your insurance agent send us a Certificate of Insurance immediately as the policy must be in effect from the point at which you assume possession of your premises.

Your Certificate of Insurance is to be mailed to:

KENNEDY WILSON PROPERTIES
P.O. Box 2795
Rocklin, CA 95677

RENT

Unless otherwise stated in your lease, rent and other statement charges are due on or before the first day of each calendar month and considered late on the 5th. Checks should be made payable to: **Rocklin Retail, LLC** and mailed to: Wells Fargo Lock Box, Rocklin Retail, LLC, Dept #33873, P. O. Box 39000, San Francisco, CA 94139. The landlord requires all payments to be in the form of check or certified funds.

MAIL

Your mailbox key must be picked up from the **Rocklin Post Office** which is located at **5515 Pacific Street, Rocklin, CA 95677**. The Mail carriers deliver mail to each Tenant's mailbox located in the cluster box. Mail delivery times vary depending on mail carrier personnel; generally delivery occurs between 9:00 am and 4:00 pm. Please be reminded to contact the U.S.P.S. and notify them of any forwarding address.

Correspondence from Kennedy Wilson will be mailed or hand delivered to your office location, unless otherwise specified. Please fill out the **Tenant Emergency Information Form**, included in this booklet, which provides an entry for preferred mailing address.

MAINTENANCE

COMMON AREA MAINTENANCE

The owner provides maintenance for all common areas throughout the property, including, sidewalks, roof, landscaping, and exterior lighting. Maintenance in the tenant's space is the responsibility of each tenant. Kennedy Wilson contracts with various companies to provide maintenance. If you think a maintenance item has been overlooked, please do not hesitate to bring it to our attention by contacting our office at (916) 746-0700.

HVAC (HEATING, VENTILATING AND AIR CONDITIONING) MAINTENANCE

The Tenant is responsible for maintaining the air conditioning and heating system. **Please provide Kennedy Wilson with a copy of your HVAC maintenance agreement.**

UTILITIES

Each tenant is responsible for electricity, gas, and phone service. The cost for sewer, and water charges are paid by the Landlord and passed through the estimated common area maintenance charges included on your rent statement.

REKEY YOUR LOCKS

Please re-key your suite on **the day you take possession** with a Falcon or Schlage core lock.

TENANT CONSTRUCTION

If you are planning any changes to your space, please notify Kennedy Wilson.

Plans showing proposed modifications must be submitted to Kennedy Wilson for review and approval **prior** to commencement of any construction or remodeling as per the terms of your lease. Your contractor and all sub-contractors must also provide a **Certificate of Insurance** naming **the owner and Kennedy Wilson** as additional insureds; the insurance company must also provide a **separate Endorsement Page** listing the owner and Kennedy Wilson as additional insured **prior** to commencement of work.

Should Kennedy Wilson not be provided with the necessary documents prior to your commencement of work and/or you commence work prior to receiving written approval, you will be solely responsible for all damages sustained as well as all charges to have the Landlord's vendors return the suite to its original condition.

KENNEDY WILSON

EMERGENCY PROCEDURES

INTRODUCTION

Emergencies can occur at any time, and we need to be prepared to handle such situations to minimize injury and damage. The following information is designed to assist you in preparing for and handling an emergency.

<u>NUMBERS</u>	<u>EMERGENCY PHONE NUMBERS</u>	<u>NON-EMERGENCY</u>
Rocklin Police	911	(916) 625-5400
Rocklin Fire Department	911	(916) 632-4093
On-Site Security Services Securitas Security Services	911	(916) 826-5875
Health Emergencies	911	
Property Management	(916) 832-6983 Tamara Bell's Cell	(916)746-0700
After Office Hours	(916) 927-1000	

ACCIDENTS (Health Emergencies)

In the event of an accident or health emergency:

1. Call 911 and request medical aid.
2. Give office or suite number and street address.
3. Give street intersection: **Lonetree Blvd. & Blue Oaks Blvd.**
4. Describe the type of injury or problems.
5. Describe the known sequence of events leading up to the emergency.
6. Report any known medical history facts (i.e. doctor's name, allergies, etc.)
7. Call the Management Office, 746-0700, to report all accidents in detail, including names, address, and telephone numbers of witnesses.

If possible, the individual making the call should have seen the injured person and have as many details as possible.

BOMB THREAT

In the event of a bomb threat, turning off all cell phones and pagers and evacuating employees from the potential danger area is the highest priority. Upon actual receipt of a bomb threat, try and remember as many of the following items listed below as possible:

1. Time call received: _____
2. Time call terminated: _____
3. Exact words of caller: _____
4. Time to explode: _____
5. Location: _____
6. Description: _____
7. Why was it placed? _____
8. Description of voice: (i.e., male, female, calm, frightened, young, old, accent, slang, educated, background noise, etc.) _____

9. ADDITIONAL INFORMATION: _____

Then, immediately call: **POLICE and FIRE DEPARTMENT at 911**, and then call **Kennedy Wilson at (916) 746-0700**.

Explosives can be *concealed in any type of container or location*. Many explosives used in bombings are commercial dynamite and/or black powder. Dynamite is generally in cylinders about one (1) inch in diameter and eight (8) inches long; black powder is generally encased in a section of pipe. Any suspicious item must not be touched and should be considered dangerous. Alert police of anything out of the ordinary and **DO NOT** turn or adjust **anything electrical in nature** (i.e., thermostats, lights switches, etc.)

IT IS RECOMMENDED that the office staff be removed to your pre-designated emergency meeting site outside of the building. Restrict movement of unauthorized people into your office

CRIME AND SECURITY

Due to the public nature of the property, many people are continually passing in and out of the building. There is always the possibility of theft, burglary, and other misdemeanors, even robberies or crimes of a more serious nature. Observance of the following suggestions could be most beneficial:

1. In case of theft or routine burglary, call police at 911 and report the incident.
2. In case of robbery, molestation, assault, or serious crimes, **IMMEDIATELY** call the police at 911 and report the incident.
3. Report all cases to Kennedy Wilson and advise them of action taken.
4. In the event of suspicious actions by anyone, or observance of the presence of unsavory characters or peddlers, call police and Kennedy Wilson and report description and location of suspect.
5. Handbags, coats, and other articles of value should not be left unguarded. Portable articles are easy for the expert to steal. Keep personal items and petty cash in the office to a minimum.
6. It is important to collect keys from all terminating employees, or in the alternative, to change locks.
7. Insure that combinations or keys for secured areas of files are kept locked-up, do not leave vault, safe, or file combinations in an easily accessible area.
8. Report all problems out of the ordinary to the police and Kennedy Wilson
9. Parking lots present conditions for vandalism and crime. Report all incidents of lights out or abandoned or seemingly abandoned automobiles to Kennedy Wilson at 746-0700. For your safety, arrange to leave the property in evening hours with a fellow employee, friend, relative, or neighboring tenant.

Our goal is to maintain a safe and productive business environment for our tenants and their clients. You can assist in this endeavor by remembering and practicing a few common sense rules.

- If you see a person behaving suspiciously, immediately call the police, and alert Kennedy Wilson at (916) 746-0700.
- Never approach a person who is acting suspiciously.
- Please record any readily available information regarding the person's appearance, date, time, and manner of the suspicious behavior, and vehicle description (if appropriate). This information should be given to the police and management personnel.
- Do not prop any suite or fire exit doors open for any reason.

FIRE

EVACUATION OF EMPLOYEES IS THE HIGHEST PRIORITY.

In order to minimize property damage and possible loss of life, familiarize yourself with the building's fire sprinklers, extinguishers, alarm systems, and the telephone number of the local fire department. Follow these suggested guidelines:

1. The Landlord is not required to provide a fire extinguisher in each Tenant suite. All Tenants are required to provide their own fire extinguisher inside their own suite and have it inspected and maintained annually.
2. If the fire is **MINOR** (*waste paper basket, ashtray, etc.*) **EXTINGUISH** if possible - i.e., turn wastebasket completely upside down. Use water or coffee to put out the fire, but **DO NOT TAKE RISKS** - your personal safety comes first.
3. If the fire cannot be **IMMEDIATELY** brought under control **WITHOUT PERSONAL RISK**, isolate or contain by closing door to the fire area.
4. Get out of the building.
5. Call the fire department at 9-1-1 from another location
 - a) Give office building address.
 - b) Give street intersection: **Lonetree Blvd. & Blue Oaks Blvd.**
 - c) Location and extent of fire.
 - d) Your office telephone number.
6. Call Kennedy Wilson at (916) 927-1000.
7. If trapped by flame or heat:
 - a) Telephone fire department at 9-1-1 and request immediate assistance if possible.
 - b) Close doors separating you from the source of heat or flame.
 - c) Remember, both smoke and heat rise. Air near the floor will be cleaner and cooler. Crouch down or crawl to exits.
 - d) Break windows for ventilation if necessary.
8. Coffee pots and oven units are extreme potential sources for fire. Ensure that they are off when not in use. A timer is recommended for coffeepots.
9. See Emergency Exit Locations and location of Fire and Life Safety Systems.

EARTHQUAKE

When an earthquake happens - *keep calm, DO NOT run or panic, REMAIN WHERE YOU ARE and take shelter.* If you are indoors, stay there; take immediate shelter under your desk, a table, or in public lobbies. Stay away from windows, outside doors, large bookshelves or fixtures, etc.

If you are outdoors, remain there, but keep away from buildings as glass or other objects that could loosen and fall. Do not attempt to enter or leave any building until advised it is safe to do so. *Be prepared for AFTER SHOCKS.* Generally, these are less in intensity than a main tremor; however, they may cause grave damage due to weakened conditions from the previous tremor.

AFTER THE EARTHQUAKE

1. Use extreme caution in entering buildings or work areas, **DO NOT** use lighted matches, lanterns, or torches, until you are advised there are no gas leaks, etc.
2. Stay away from damaged areas.
3. If there is a fire or power-failure, see the appropriate section in this booklet.
4. Inspect your office for damage and provide an itemized report to your insurance company and to Kennedy Wilson. Advise local utilities of power outages or potential gas leaks. **DO NOT PASS ON RUMORS OR EXAGGERATED REPORTS.**

YOU SHOULD KNOW THE EXACT LOCATION OF YOUR CIRCUIT BREAKER PANEL BOX and ENSURE the breakers are ADEQUATELY MARKED and identified as to their functions. Keep flashlights or battery-operated lights in your office location for assistance in emergencies.

In the event of a power failure, advise your local utility as soon as possible. *Turn off* any delicate equipment that might be affected by a power surge when the power is re-energized.

If the power outage is expected to be of long duration it is suggested security be arranged for your office to prevent potential looting or vandalism.

RIOTS AND PUBLIC DEMONSTRATIONS

In the event of a civil disturbance, such as a demonstration or a riot near the building, lock your office, close all window coverings and stay away from the windows. Vacate the office at your discretion.

IMMEDIATELY ADVISE THE POLICE AT 911. The civil authorities will relay instructions as to general procedures.

Request assistance from the police in leaving.

FOR YOUR PROTECTION, all exterior doors to the office location should be locked during the disturbance and, if necessary, police and/or security personnel should be called.

CONCLUSION

Please discuss these emergency procedures with your Home Office (if applicable) and your entire staff. We urge you to contact your local police and fire department, or ourselves, if you have any questions.

Please verify that the emergency phone numbers listed in this booklet are still current and periodically check with the organizations listed to verify that these numbers remain in effect. As various emergency phone numbers are often subject to change, it is your responsibility to periodically check and verify that these numbers are current and still in use.

Please refer to your lease for any questions you may have.