

Before distributing this notice template to your tenants, it should be reviewed and customized to be consistent with your company's actions taken to date and your property's insurance coverage. You should review it with your owner and, if appropriate with the owner's legal counsel and/or risk management consultant. Special attention should be paid to highlighted sections.

Date: October (date), 2009

To: All Tenants of Property

From:

Subject: Howard Hanson Dam and Potential Flooding

As you may already be aware, a flurry of information has been released by King County, the Army Corp of Engineers and several local cities regarding potential flooding that may result from storm water management issues due to problems with the Howard Hanson Dam. The Dam plays a critical role in flood control of the Green River and, as a result of damage to the Dam, it will not be able to provide the same level of flood protection that the Valley has experienced since the Dam was built in the early 1960's.

At this time Your Management Company is working to update the Emergency Operations Plan for your property in order to be prepared to respond to the effects of the potential flooding that we may face this winter. The Property Management team is also consulting with first responders from King County, the Army Corp of Engineers and the local municipalities to be as prepared as possible when the anticipated flood waters come. We have been in contact with disaster response and remediation vendors in the event their services will be required. In the meantime, we would like to reiterate the recommendations to tenants from the various government agencies as follows:

1. Consult with your insurance carrier. If you do not have Flood Insurance currently in place, you should consider securing this as soon as possible. It is necessary to have flood insurance in place at least thirty days prior to a flood event in order to take advantage of the coverage. As per your lease, the Landlord is responsible for insurance for the building structure, which includes the tenant improvements constructed in your premises by either the Landlord or by the Tenant. Tenants, however, are responsible for insurance covering their furniture, trade fixtures and personal property (including property of Tenant and others) in the Premises or otherwise placed in the Project by or on behalf of the Tenant. Tenants should also consider securing Business Interruption Insurance in an amount that will reimburse

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Tenant for direct or indirect loss of earnings attributable to all perils insured against or attributable to the prevention of access to the Building or Premises.

2. Create and maintain an emergency evacuation/flood plan specific to your business and your employees. The State, County and local municipalities are working on an emergency response plan that will assist in preparing your evacuation/flood plan.
3. Update or review your business continuity plan. You should be prepared to conduct your business off site in the event that access to the building is disrupted or the building is forced to close due to flooding conditions.
4. Please be advised that it is likely that some or all the utilities providing service to your Premises, including water, sewer, electricity and/or natural gas will be disrupted by a flood event and it is not known, at this point in time, how long it will take to restore those utility services.
5. Each business should be equipped with at least one First-Aid kit and someone who is knowledgeable in the use of the kit.
6. Create a plan for any critical equipment, valuables or supplies which are currently located or stored on the ground level in your space. All of these items will need to be raised well above flood level in the event of a flood.
7. Create a plan for any hazardous materials, which may include relocating those items out of the potential flood zone to an alternate facility. Be prepared to move hazardous materials to higher ground on short notice or relocate hazardous materials within your premises to a location above the predicted flood waters.
8. Provide Property Management with current tenant emergency contact information in the event that off site notification is necessary. Please fill out the attached emergency contact form and return to **contact** at contact@yourmanagementcompany.com or fax to **555-555-1212**.

Also enclosed for your review is a pamphlet from King County with useful information from state and local agencies regarding flood warning/watch and flood planning.

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Your Management Company already has an Emergency Operations Plan to ensure that we will be able to continue to conduct our business of serving your Property during the course of a major crisis. We are actively working with State, County and local municipalities as well as with BOMA and numerous vendors and service providers to be able to respond appropriately as a potential flood event occurs.

If you have any additional questions or concerns, please feel free to contact us at the number below.

Thank you for your cooperation.

(555) 555-1212