

May 1, 2012

To: All Building Occupants

From: Dana Szymczuk, Life Safety Director

Re: Emergency Preparedness Training Video

Workplace safety is paramount here at Federal Reserve Plaza. To help ensure that all occupants understand their role in an emergency, we have prepared a convenient online life safety training program for you. **It is important that everyone participate in this online training.**

The site includes a customized life safety training video filmed on-site, building-specific safety information like our Emergency Reaction Guide, and links to other sources of emergency information. The video covers important topics like fire, medical emergencies, bomb threats, building evacuations, shelter in place, and other critical information. The entire training process takes about 20 minutes.

- Go to: <http://frb.aksafetynet.com/frpsafety/>
- Click the “**Take the Training**” button.
- As a first-time user, click “**sign up now**” “under the New User?” heading.
- Enter the password “**frpsafety**.” Fill in the remaining fields, including company.
- Click “**sign up now**.” Then Click the “**Start**” button to begin the video.
- After the video concludes, wait to see “**Take the Test**” and answer the questions about the material.
- After you pass the training, you may print out a completion certificate or simply log out.

This online life safety site is just one component of a larger safety program that includes regular fire and evacuation drills, floor warden training, staff training, an Emergency Reaction Guide (enclosed) and many other measures. Knowing how to respond to a range of emergency situations is the single best thing you can do to keep yourself, and those around you, safe.

Be smart. Be safe.