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**Sent:** Tuesday, January 29, 2019 10:22 AM EST

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**Subject:** Last Week's Fire Alarm (1/22)

**Attachment(s):** "Special Assistance Requirement Form-JBGS.pdf", "BGC Evacuation Tips 01.28.2019.doc", "BGC Master List of Volunteers as of 09-18-18.doc"

Last Tuesday (1/22) afternoon a sprinkler head malfunctioned in the back corridor of the lobby of 2200 Clarendon which activated 2100 Clarendon alarms on levels G-1 – 4. Heard that staff on the 7<sup>th</sup> floor were advised to evacuate which was unnecessary because the 7<sup>th</sup> floor never went into alarm. What may have triggered this reaction is the odor emitted after the sprinkler head broke. Anyway, JBG engineers replaced the sprinkler head placing the system back in service.

Attachments:

1. **JBG Special Assistance Requirement Form:** Please complete the information form pertaining to employed personnel requiring special assistance during an emergency. Return this for to the Property manager's Office.
2. **BGC Evacuation Tips:** Evacuation protocol, fire alarm activation, discharge exit points and other related information.
3. **BGC Master List of Emergency Team Volunteers:** Let's revisit to ensure its accurately up to date.

Thank you.

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