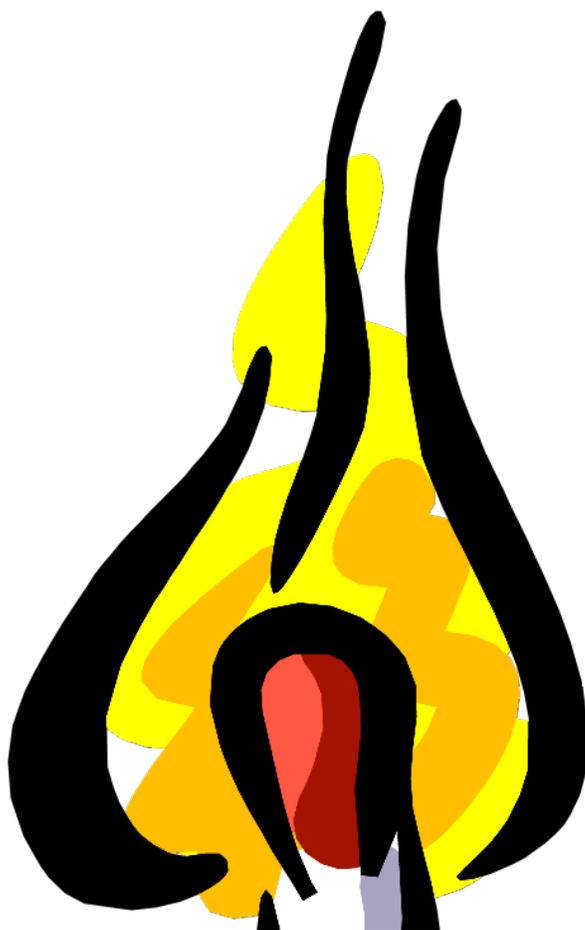


James Center Emergency Handbook



September 2019

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JAMES CENTER EMERGENCY CONTACT NUMBERS

24 HOUR ONSITE BUILDING SECURITY

Control 5

(804) 344-3222

PARKING DECK MANAGEMENT

City Parking

(804) 643-1951

POLICE-FIRE-MEDICAL

DIAL 911

NON-EMERGENCY POLICE

(804) 646-5100

LOCAL HOSPITAL

VCU Medical Center

(804) 828-9000

CITY OF RICHMOND

(804) 646-7000

AMERICAN RED CROSS

Greater Richmond Chapter

(804) 780-2250

TERRORISM

(To Report Suspicious Actions)

FBI – Richmond Office

(804) 261-1044

LIFE/SAFETY SYSTEM REVIEW

WHAT CAUSES AN ALARM?

- A smoke detector has detected smoke.
- A duct detector has detected smoke.
- A Manual Pull Station is physically pulled or is damaged.
- A sprinkler head has been set off.
- Water flow is detected in the sprinkler system pipes.

WHAT HAPPENS WHEN AN ALARM SOUNDS?

- The floor where the “smoke” has been detected goes into alarm (Audible devices sounding and strobe lights flashing.)
- The floors immediately above and below the floor in alarm also go into alarm. (Horns sounding and strobe lights flashing). Each floor that is connected by an interior stairwell will go into alarm, as well as the floor immediately above and immediately below these floors. (Example: If three floors are connected by an interior stairwell all three floors will go into alarm as well as the floor above and the floor below for a total of five floors being in alarm.)
- If a water flow alarm is activated, every floor in the building will go into alarm. (Audible devices will sound and strobe lights will flash.)
- Any alarm will result in all elevators being “captured” and returned to the elevator lobby where they will sit with their doors open. They will not respond to call commands until they have been reset.

WHAT IS PROPERTY MANAGEMENT'S RESPONSE TO AN ALARM?

- On receiving the alarm, Building Security advises designated personnel of the type of alarm and its location.
- Personnel respond immediately to the location of the alarm and search the area for the cause of the alarm.
- If it is determined that there is or may be a fire on the floor, the Fire Department will be immediately contacted via 911.
- Property Management surrenders control of the emergency situation and jurisdiction of the property to the Fire Department or other local law enforcement agency upon their arrival to the site.
- If it is determined to be an "innocent" alarm, Building Security is advised to "silence" the audible devices and begin the procedure to clear the alarm. (Some causes for "innocent" alarms are cigarette smoke, drywall dust, dust from sweeping, knocking a manual station off the wall, etc.)
- Only after the "all clear" announcement should tenants come back into the building and return to their work areas. The Fire Marshall has the sole authority to determine the "all clear" status.
- If coming down a stairwell, do not attempt to turn around and go back up the stairs when you hear the "All Clear" announcement. Continue down the stairwell to the building lobby. This will reduce the possibility of crowding and injury.

EMERGENCY EVACUATION PLAN & PROCEDURE

I. PURPOSE

This plan provides instructions and methods to be used during emergency evacuations for the protection and safety of all tenants, visitors and employees of James Center.

II. SCOPE

This plan is general in scope and is designed to facilitate evacuation of all James Center Buildings. It is subject to change either by written or oral directive through the Director of Security or Richmond City Emergency Personnel when certain emergency conditions exist. This plan is prepared to meet emergency situations arising from:

- a. Fire
- b. Bomb threat
- c. Civil disorder
- d. Storm
- e. Flood
- f. Other threats to safety of life and property

III. ORGANIZATION OF SAFETY WARDENS

The emergency evacuation organization for each building is comprised of Security Personnel, a Floor Warden and Alternate, Stairwell Monitors, Elevator Monitors and individual Office Wardens on all multi-tenant floors.

****PLEASE NOTE** that the above Safety Warden organization may not apply to smaller tenants that have 10 or less employees. Please use the system above as a reference to accommodate your office's needs. You should contact the James Center management office if you would like to work with other tenants on your floor to share the Safety Warden responsibilities.

IV. RESPONSIBILITY PRIOR TO THE EMERGENCY

Security Personnel

- a. Administer a plan for orderly evacuation of the building to include floor diagrams for evacuation purposes. These floor diagrams are conspicuously located in each elevator lobby.
- b. Distribute this plan to all members of the building emergency staff and ensure that they have a clear understanding of it. Ensure that Floor Wardens, Stairwell and Elevator Monitors are competent in their duties.
- c. Solicit volunteers from the occupants on each floor to serve in Emergency Positions and as Alternates.

Floor Warden

- a. Become familiar with all aspects of his/her assigned floor such as special hazards, exit locations, locations of alarm pull stations, fire extinguishers, and working locations of all handicapped personnel, etc.
- b. Maintain a roster of all personnel on his/her floor, identify and locate all handicapped individuals and personnel assigned to assist in their evacuation, and keep roster current. For handicapped individuals needing special assistance, contact the Security Office at 344-3222.
- c. Designate an Alternate Floor Warden to take over responsibilities during his/her absence. Also, appoint Stairwell and Elevator Monitors and their alternates as necessary. Immediately notify Building Warden in writing of any warden or monitor changes.
- d. Inform personnel on the floor, especially newly assigned personnel, as to location of nearest exit and also any changes in the emergency procedures or changes in assignment of duties on that floor.

V. RESPONSIBILITIES DURING AN EMERGENCY

Security Personnel

Upon notification of alarm signal, the Building Warden will position him/herself to take reports from the Floor Wardens that their floors have been evacuated.

Floor Warden

- a. The Floor Warden has absolute authority over all personnel on his/her floor. However, smaller tenants (less than 10 employees) may choose to vacate with direction from their Office Warden. Either the Floor Warden or the Office Warden must wear the red cap provided by James Center as a visible indication of responsibility.
- b. Upon notification of an alarm signal, the Floor Warden will oversee the orderly evacuation of all personnel. The Warden will make a check of restrooms, store rooms, file rooms, offices, etc. to be certain that every room is empty, closing all doors as he/she goes, then gathering all assistants such as Elevator Monitors, Stairwell Monitors, etc. At that time the group will evacuate the floor. Upon arrival on the ground floor, the Floor Warden will report to the Building Warden (Security Officer or other personnel at the Security Desk). The Building Warden or "check-in designee" will be wearing a green cap for easy identification. The Floor Warden will report to the Building Warden that his/her floor is clear; report any individuals who need assistance evacuating and their location; and report any injuries to anyone on his/her floor. The Floor Warden will then proceed to their designated holding area to take a headcount of all personnel on their floor and report any missing persons to the Building Warden.

Stairwell Monitors

- a. Upon notification of an alarm, the Stairwell Monitor will proceed to his/her assigned stairwell to make sure that all personnel evacuate the floor in a silent, orderly manner, while preventing personnel from smoking, pushing, shoving, and panicking. They are responsible for maintaining complete order.
- b. Stairwell Monitors will have the responsibility of keeping stairwell doors closed except when being used to evacuate the floor. This will prevent smoke from entering the stairwell.
- c. After the floor has been cleared, the Stairwell Monitor will verify the stairwell door is closed and will remain at his/her station until instructed by the Floor Warden to evacuate the floor. Then, they will walk down from their assigned stairwell and will exit the building.

Elevator Monitor

Upon notification of an alarm, the Elevator Monitor will respond to his/her assigned duty station and prevent people from trying to use an elevator during the building evacuation. The Monitor will direct all personnel to the nearest stairwell and will remain at his/her station until relieved by the Floor Warden. He/she will then go to the nearest stairwell and will evacuate the building.

Office Warden

Upon notification of an alarm, the Office Warden will direct all personnel within his/her office to the nearest stairwell, taking a headcount to be sure that everyone is accounted for. After all office personnel have evacuated the floor, the Office Warden will assist the Floor Warden to check all rooms. When relieved by the Floor Warden, the Office Warden will move to the nearest stairwell and will evacuate the building.

**If, for some reason a Floor Warden has not been identified to you, it is the responsibility of the Office Wardens on the floor to check the restrooms and verify all areas are empty. It is, also, each Office Warden's responsibility to report to the Building Warden. Typically, the largest tenant on the floor is responsible for designating Floor Wardens.

VI. ALARM AND WARNING SIGNAL

Fire

Immediately upon the discovery of a fire, regardless of size, the discoverer should:

- a. Pull down the handle of the nearest fire alarm pull station located in the elevator lobby of each floor.
- b. Notify the Security Office at (804) 344-3222. The caller should identify him/herself to the Security Office and tell him/her exactly where the fire is located by giving the building name, floor, and tenant space.

VII. FIRST AID

Emergency officials will designate first aid stations for injured personnel.

VIII. TRAINING AND DRILLS

- a. A tenant company is welcome to conduct an evacuation drill within their offices with the assistance of the Director of Security. Periodic meetings will be held to inform them of the latest developments and policies affecting evacuation activities. James Center encourages regular evacuation drills.
- b. Tenants who elect to have additional fire extinguishers within their space are responsible for training personnel on proper usage. They are also responsible for having a licensed contractor certify them and inspect them to comply with local and state laws.

IX. EVACUATION

The notice to evacuate will be given by an automated alarm announcement designed to warn building personnel of danger and alert that the building should be cleared of occupants.

X. ALL CLEAR ANNOUNCEMENT

A system has been developed whereby all Floor Wardens report to the Building Warden that their areas are clear of occupants at an assigned check-in location. The Building Warden will give notice with a bullhorn announcement at each corner of the property when the drill has ended and / or the threat of danger no longer exists.

EVACUATION SAFETY RULES

1. When you hear the audible alarm and see the strobe lights flashing, remain calm and evacuate the building immediately. (A detection device on the floor you are on or the floor above or below you has gone into alarm.) Do not spend time calling the James Center Management Office or Security. (If you do call the answer you receive will be, "The Fire Marshall advises that whenever you hear a fire alarm and see fire alarm strobe lights flashing you are to evacuate the building.")
2. If there is a fire on your floor, **DO NOT** attempt to put it out yourself. Evacuate and let those trained to deal with this type of situation put the fire out.
3. Do not use the elevators; use the stairwell nearest your location.
4. All individuals needing assistance evacuating the building are to move to one of the stairwell doors. They should stay on the floor just inside the stairwell door. The Floor Warden needs to give this information (number of people and exact location) to the Building Warden. This information will be relayed to the Fire Department as soon as they arrive.
5. Do not bring unnecessary items when you are evacuating (briefcases, laptops, etc.).
6. Do not carry drinks with you as you evacuate the building. Spilling or dropping drinks will create slipping hazards. Also, hot liquids may burn someone in front of you.
7. When entering a stairwell, open the door slowly – there may be someone on the other side of the door.
8. Follow all instructions issued by Floor Wardens, Office Wardens, Stairwell Monitors, Elevator Monitors and Security Personnel.
9. Do not hold a stairwell door open if no one is using it. Holding stairwell doors open allows smoke to get into the stairwell.
10. Stay to the right side of the stairwell when coming down the stairs. Do not attempt to go around people in front of you or run down the stairs.
11. Do not go back up a stairwell after an evacuation has begun. If an "ALL CLEAR" announcement has been made over the PA system, continue to walk the rest of the way down the stairs to the building lobby.
12. There will be other tenants evacuating the building below you. **Remain calm and do not attempt to force the people in front of you to move (if they have**

stopped) or to go faster. (The stairwells are the safest part of the building during a fire incident.)

13. When you have evacuated the building, move away from the entrances/exits. This will allow others to exit the building without pushing or shoving and will allow rescue personnel to enter unimpeded. Be sure to move far enough away that you will not be hit by debris that may fall from the building. (The Fire Marshall's office advises that you should move as far away from the building as the building is tall.)

EMERGENCY PREPAREDNESS KIT CHECKLIST

James Center recommends that each floor warden put together an emergency kit with the following items to enhance their safety kit:

1. **Flashlight** – Ideally you should have two or three of these but one is a must.
2. **Extra Batteries** – At least one set of extra flashlight batteries for each flashlight in your kit.
3. **First Aid Kit** – A basic first aid kit with bandages, antibiotic ointment and basic pain killers.
4. **2-Way Radios** – These can be used to coordinate between the Fire Warden, Office Warden and Stairwell/Elevator Monitors.
5. **Whistle** – The Fire Warden can use this to direct traffic out of the facility.
6. **Emergency Flags** – Red or Orange in color, these flags can assist the Fire Warden and Office Warden be seen during the evacuation.
7. **Clipboard** – For easy checking of the employee roster.
8. **Pen/Pencil** – To check off employees while evacuating. Keep this with the emergency kit as it can be overlooked in an emergency.
9. **Employee Roster** – Containing names and phone numbers of all employees working on that floor. This should be re-checked on a regular basis and updated as necessary.
10. **Traveling Roster** – Update regularly (bi-weekly at a minimum) a roster of employee's who are traveling or on vacation.

These items should be checked annually to ensure they are in proper working order with all contents intact and all batteries charged.

ELEVATORS DURING EMERGENCY

Once inside James Center, the elevator system is the most common mode of transportation.

The elevators are equipped with a computerized system of control. Each elevator is equipped with an intercom system allowing individuals trapped in an inoperative elevator to communicate with a security officer on the first floor or in the main control room.

Listed below are some of the various types of elevator emergency situations that you should know about.

FIREMAN RETURN:

- All elevators are programmed to return to the first floor lobby as soon as the fire alarm system is activated by a smoke detector in any elevator lobby, elevator shaft or elevator mechanical room.
- If you should be on an elevator and are traveling downward at the time of a fire emergency recall, the elevator will not stop on the floor you may have selected, but will carry you down non-stop to the first floor lobby. The doors will open and you should depart the building.
- If you should be on an elevator and are traveling upward at the time of a fire emergency recall, the elevator will continue upward to the next floor. When it reaches the floor, the elevator will stop; the doors will not open. There will be a momentary delay, the elevator will proceed in the downward direction, stopping only at the first floor, the doors will open and you should, in an orderly manner, depart the building.
- Remember, the elevators will not function again until a trained technician returns it to its normal operation.

MEDICAL EMERGENCIES

IN THE EVENT OF A MEDICAL EMERGENCY:

- **DIAL 911 IMMEDIATELY** and request an ambulance.
- Give the emergency dispatcher the correct building address:

One James Center	Two James Center	Three James Center
901 E. Cary Street	1021 E. Cary Street	1051 E. Cary Street
- **REMEMBER:** Stay on the line and let the 911 Operator hang up first!!
- Depending on the seriousness of the injury or medical situation see if there is anyone (i.e. CPR certified individuals, doctor, nurses, etc.) in the immediate area that can assist.
- Protect the individual from further injury. Remember, however, that whenever possible the individual should not be moved as this may cause further injury.
- Call the Security Office at (804) 344-3222 and report the following: building location, company name, type of emergency, and that a 911 call has been placed.
- Security will then be dispatched to respond to the emergency. Security staff will monitor the complex for the arrival of the ambulance, and will direct emergency personnel to the correct location.
- An elevator will be put in hand and held for patient egress.

BOMB THREAT AND OTHER SUBVERSIVE ACTS

In the event of a bomb threat, the person taking the call shall:

- Get an accurate message – try to write it down word for word.
- Try to get caller to repeat themselves. Do not get excited and fail to get the statement of the caller. Again, try to get the caller to repeat, even if you did get the message word for word the first time, for the following reasons:
 1. Identify the voice – male or female.
 2. Try to detect an accent or dialect.
 3. Try to determine their sobriety.
 4. Note the caller's speech and message – erratic or firm and emphatic.
 5. Note any background noises or conversations.
 6. Ask the caller where the bomb is located and when it is set to go off.
 7. Ask the name of the caller – oddly enough, there have been cases where correct name and address have been given.
- Try to time the length of the call.
- Determine if the phone number that received the call is a published or unlisted number.
- The person receiving the call should not “BROADCAST” the matter and cause panic.
- Call emergency communications – 911 as soon as possible. If someone else is nearby try to write that person a note to call 911 and report that such a call is in progress and on what line.
- **Call the Security Office at 344-3222 and advise them of the situation.**
- If you encounter a “suspicious package” on the property or in your suite, call the Security Office at 344-3222 from a LAND LINE. Do NOT use your cell phone as the signal could potentially detonate explosives.



Bomb Threat Telephone Checklist

1. Remain calm and be courteous. Listen carefully, do not interrupt the caller. If possible, notify your supervisor by prearranged signal while caller is on the line.

2. Most bomb-threat calls are very brief. If you can, however, don't hesitate to ask:

What is the exact location of the bomb? _____

What time is it set to go off? _____

What does the bomb look like? _____

What type of bomb is it? _____

Why was it placed? _____

Who are you? _____

To the best of your ability, write the exact words of the caller on a separate sheet of paper.

3. When the caller hangs up, contact your supervisor and the proper authorities. Complete the information shown below:

Time of Call: _____ Date: _____

Callers Identity: Male__ Female__ Adult__ Juvenile__ Approx. Age__

Origin of Call: Local__ Long Distance__ Internal__ Other_____

Speech: Loud__ Soft__ Fast__ High__ Pitch__ Deep__ Raspy__ Pleasant__ Stutter__

Intoxicated__ Slurred__ Other_____

Accent: Local__ Not Local__ Regional__ Foreign__ Other_____

Manner: Calm__ Rational__ Coherent__ Righteous__ Deliberate__ Angry__ Irrational__

Incoherent__ Laughing__ Emotional__ other__

Background Noises: Factory Machines__ Party Atmosphere__ Music__ Office Machines__

Street Traffic__ Trains__ Animals__ Quiet__ Voices__ Airplanes__

Language: Excellent__ Good__ Fair__ Poor__ Foul__ Other_____

WEATHER RELATED EMERGENCIES

Natural disasters are an “act of God” and no one has any control over these events. Please note that building management does their best to promptly assess each crisis. We cannot predict, nor will we have a full assessment of the event as it is happening, but we can offer the following guidelines. Please note that these are guidelines only, and may not apply to every specific situation. Building management will assess each event as soon as it is safe to do so, and will communicate with each tenant company about the next steps. Your safety is our first priority.

I. SNOW

It is unlikely that snow will materially effect the operation of the buildings; however, in the event that severe snow (over 6 inches) is anticipated, Building Engineers will ensure that sidewalks and outdoor walkways are protected and arrangements will be made for necessary snow clearing, etc.

II. THUNDERSTORMS AND HURRICANES

Occupants of James Center (tenants, patrons, employees, etc.) should be encouraged to remain in the building (not to evacuate) and **take refuge as follows:**

1. Move away from doors and windows
2. Move towards interior of building
3. Take refuge in elevator lobbies, stairwells, and rooms that do not have windows
4. Avoid being near glass walls and windows

III. TORNADO

The same procedures for ‘Thunderstorms and Hurricanes’ will apply in the event of an expected tornado.

1. Move away from doors and windows
2. Move towards interior of building
3. Take refuge in elevator lobbies, stairwells, and rooms that do not have windows
4. Avoid being near glass walls and windows

Advanced warnings for tornadoes will come in two forms as follows:

1. **Tornado Watch**: conditions exist for tornadoes to form. Monitor your battery powered radio and/or television stations.
2. **Tornado Warning**: tornadoes have been sighted in the area – **TAKE COVER IMMEDIATELY**. While the specific path of a tornado is highly erratic and unpredictable, tornado warnings are generally broadcast to the entire area that is potentially threatened.

Remember that even if a tornado does not “touch down” in a given area there still may be strong wind conditions that could cause a broad path of damage or interruption of electrical and other power sources.

IV. FLOODING

Flooding can occur from a number of sources, such as:

- a) Natural Floods (excessive rainfall)
- b) Blocked Drains (sewage or storm)
- c) Broken Water Pipes (domestic water, sprinkler system, etc.)

The reaction procedure is as follows:

1. Evacuate persons from the immediate area of flooding. Be prepared to provide the location and, if known, the source of the flooding.
2. Contact the Security Office at (804) 344-3222.
3. Redirect patrons around/away from area and control/redirect water flow.

In the event of a **NATURAL** flood event:

- a) Stay away from flood waters. They could be contaminated.
- b) **Do not walk through moving water**. Six inches of moving water can knock you off your feet. If you must walk in a flooded area, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- c) **Do not drive into flooded areas**. If flood waters rise around your car, abandon the car and move to higher ground, if you can do so

safely. You and your vehicle can be quickly swept away as flood waters rise.

V. EARTHQUAKES

Based on the building's structural design, the safest location is most likely the building core (the hall/lobby closest to the elevators and restrooms). If you are unable to safely get to this area, immediately get away from glass and take shelter under a table or a desk, and if possible get under a sturdy doorway. Most injuries will occur from falling ceiling tile, breaking windows and skylights, light fixtures, random objects, file cabinets, etc.

WHAT TO DO DURING AN EARTHQUAKE:

(Recommendations by FEMA Aug 11, 2010)

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

IF INDOORS:

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- **STAY AWAY from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.**
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- **Stay inside until the shaking stops and it is safe to go outside.** Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT use the elevators.**

IF OUTDOORS:

- **Stay there.**
- **Move away** from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. **Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.**

IF IN A MOVING VEHICLE:

- **Stop as quickly as safety permits and stay in the vehicle.** Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

IF TRAPPED UNDER DEBRIS:

- **Do not light a match.**
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

AFTER AN EARTHQUAKE AT JAMES CENTER:

- **Do not call 911 or building security for an update.** This will only jam phone lines and make it more difficult for emergency responders to do their job.
- Once the shaking has stopped, **wait for further information from your employer or building management.** Allow some time for building management to assess the situation and send out an announcement.

- **If you are trapped**, or if you know someone who is trapped, **call 911 or building security at 804-344-3222** if at all possible, indentifying yourself and your location.
- If you have not received instruction from building management or your employer, use your own discretion with regard to shelter-in-place versus evacuating. If you evacuate, use the fire stairwell (if passable), exercising extreme caution. Please be aware that when exiting the building, you may encounter falling debris or other hidden dangers.
- If you choose to exit the building, move as far away as possible from the building and do not reenter until you receive instruction from your employer or building management.

JAMES CENTER EMERGENCY ALERT SYSTEM

“Send Word Now” is our emergency alert system. In the event of a significant emergency at James Center, the system will send an alert to the registrants. For details and log-in credentials, please contact us at management@thejamescenter.com.



JAMES CENTER

Emergency Evacuation Officers

Company Name

Name of Office Warden: _____ Floor # _____

Alternate: _____ Floor # _____

Name of Floor Warden: _____ Floor # _____

Alternate: _____ Floor # _____

Name of Stairway Monitor #1: _____ Floor # _____

Alternate: _____ Floor # _____

Name of Stairway Monitor#2: _____ Floor # _____

Alternate: _____ Floor # _____

Name of Elevator Monitor: _____ Floor # _____

Alternate: _____ Floor # _____

- If you have multiple floors, please include a list of Floor Wardens, Stairway Monitors and Elevator Monitors for each floor.
- If you are on a multi-tenant floor, please take the initiative to confer with each other company on your floor to establish the above information.
- Please include the monitor and company name for each position on a multi-tenant floor.
- It is the Tenant's responsibility to maintain current assignments of evacuation officers and to keep the James Center Management Office apprised of changes.