



M E M O R A N D U M

TO: ALL TENANTS
FROM: Stephen La Rue, Director of Security
RE: Lock-Out Drill
DATE: March 23, 2016

Destiny USA will be conducting a brief emergency preparedness drill on March 29, 2016. The drill will begin at approximately 10 am. The purpose of the drill is to give our tenants the opportunity to review and practice their safety procedures. These safety procedures are important to know and follow when and if there was a threatening act in or around this property. These safety procedures are located in the Retail Emergency Plan that was distributed by Security to all tenants. Many tenants have their own safety procedures provided by their corporate office that should be followed. The actions that you, your staff and customers should follow during the drill are as follows:

The day of the drill, the mall office will deploy a message via the One Call Now System advising all tenants that the drill will be taking place.

The Public Address system will then be utilized as follows:

- Approximately 15 minutes prior to the drill all guests and tenants will be advised that the drill will be taking place.
- Approximately 10 am all tenants will be advised to secure their gate/doors.
 - All participants should silence cell phones and remain silent throughout the drill.
 - In the event of an actual emergency all participants should remain at the rear of their space and/or within the stockroom out of view from the common area. For the purposes of this drill someone from each tenant space should remain in an area where they can hear the public address system for instructions.
- At approximately 10:05 am, when the drill is completed the mall office will deploy a message via One Call Now System advising that the drill is over and that all participants can re-open their store.
- The Public Address system will also be utilized to advise all guests and tenants that the drill is concluded and normal business can resume.

If you have any questions please contact Security at 466-6011 or the mall office at 466-6000