

WILLOW OAKS

EMERGENCY PROCEDURES

ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Willow Oaks Emergency Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the Willow Oaks Emergency Manual; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees that join the company.

Tenant Company Name: _____

Authorized Individual: _____

Authorized Signature: _____

Date: _____

Please return this form to the Management Office within 30 days of tenancy. Retain one copy for your records.