

## **HOUSEKEEPING NOTES.**

BEFORE WE START THE CONFERENCE, WE'D LIKE TO GO OVER SOME HOUSEKEEPING RULES WITH YOU.

**ENTRANCE.** TO ENTER THE 12<sup>TH</sup> FLOOR CONFERENCE CENTER, YOU WILL NEED TO INSERT YOUR SMART CARD INTO THE READER, ENTER YOUR 6 OR 8 DIGIT CODE AND PRESS ENTER. FOLLOW THE SAME PROCEDURES TO GAIN ACCESS TO THE HALLWAY FOR THE RESTROOMS. DO NOT EXIT THROUGH THE STAIRWELL IN THE PASSENGER ELEVATOR AREA UNLESS YOU ARE INSTRUCTED TO DO SO IN AN EMERGENCY.

**RESTROOMS** ARE LOCATED DOWN THE HALLWAY TO THE LEFT JUST PAST THE PASSENGER ELEVATOR AREA. MENS AND WOMENS RESTROOMS ARE MIDWAY DOWN THIS HALLWAY ALONG WITH THE WATER FAUCETS.

THERE ARE **VENDING MACHINES** IN THE BREAKROOM LOCATED BEHIND THE PASSENGER ELEVATORS.

**IN CASE OF FIRE.** YOU WILL BE TOLD TO TAKE THE CLOSEST STAIRWELL AND PROCEED THREE FLOORS DOWN TO THE 9<sup>TH</sup> FLOOR. THE STAIRWELL YOU WILL NEED TO USE IS LOCATED NEAR THE PASSENGER ELEVATOR AREA.

**BAD WEATHER.** IN THE EVENT OF SEVERE WEATHER OR A TORNADO WARNING, YOU MAY BE TOLD TO LEAVE THE IMMEDIATE AREA AND HEAD TOWARD THE CENTER CORRIDOR/FREIGHT ELEVATOR AREA ON THIS FLOOR. HEAD TO THE RED FLOOR MAPS SHOWING YOU WHERE TO GO ARE POSTED BY THE STAIRWELL DOOR IN THE PASSENGER ELEVATOR AREA. PLEASE TAKE A MOMENT TO FAMILIARIZE YOURSELF WITH THE MAP FOR THE 12<sup>TH</sup> FLOOR.

**EATING FACILITIES** ARE LOCATED ON THE 5<sup>TH</sup> FLOOR. YOU CAN PURCHASE COFFEE, DANISHES, LUNCH, AND BREAKFAST ITEMS.

FINALLY, YOU ARE REMINDED TO **WEAR YOUR VISITOR BADGE** AT ALL TIMES WHILE IN EPA SPACE.

