

# Corporate Center Pasadena

---

## EMERGENCY PROCEDURES ACKNOWLEDGEMENT

Each tenant is required by law to observe and cooperate with the Corporate Center Pasadena 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 Online Training Program as well as the Emergency Training Manual are available for immediate reference in the event of an emergency. You and your employees can download the emergency trifold guide from the Tenant Safety Training program and your Warden teams can download the Fire Warden manual through the Fire Warden Training program.

By signing this form, tenant acknowledges the receipt of the Corporate Center Pasadena Online Emergency Training programs and instructions on how to access the programs through [www.corporatecenterpasadena.com](http://www.corporatecenterpasadena.com). Detail information about the programs is provided in section VII of this manual. For questions, please contact the Office of the Building at 626.792.5161.

Tenant also acknowledges that the information provided is clear; and understands that it is the tenant's responsibility to share the online emergency training programs with tenant's entire staff. **All occupants must be trained within 14 days of occupancy of the premises.**

Tenant Company Name

Building  Suite

Authorized Individual

Email Address  Phone #

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

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

251 South Lake Avenue, Suite 100  
Pasadena, CA 91101  
626-792-5161  
626-792-9542 fax  
Email: [corporarecenterpasadena@pmrg.com](mailto:corporarecenterpasadena@pmrg.com)