



2100B SouthBridge Parkway
Suite 285
Birmingham, AL 35209
Phone: 205.871.5223
Fax: 205.879.2563
leigh.mcgibboney@cassidyturley.com
<http://southbridge.carterusa.com/>

November 1, 2011

To: Emergency Wardens

Re: Business Continuation:

Dear Warden(s):

Planning for an emergency is an important part of any business, especially for a property management company. At Cassidy Turley, we have a “continuation of business plan” that includes an emergency relocation procedure. **For future reference, you can also review and retrieve this information from the building website – <http://southbridge.carterusa.com/>**

If Cassidy Turley cannot operate in from our office due to an emergency situation - we will relocate our operations to a sister office of Cassidy Turley located at **Regions Center, 1900 Fifth Avenue North, Birmingham, Alabama**, at the intersection of 20th Street and Fifth Avenue in downtown Birmingham.

The phone number is **205-326-5556**. Cassidy Turley-SouthBridge will be able to operate from this location for as long as necessary. The fax number is **205-326-5552**.

In the event of such a situation, we have instructed our SouthBridge staff to report to this location for further instructions and emergency response guidance.

You may continue to send emails to leigh.mcgibboney@cassidyturley.com as I can retrieve my email remotely from any computer worldwide and my PDA device.

Additional Communication Methods for Emergency Notification:

Leigh McGibboney Property Manager 205-276-4785

Terry Bowden	Lead Operating Engineer	terry.bowden@cassidyturley.com
Michael Foster	Maintenance Technician	michael.foster@cassidyturley.com
Anna Schrimpf	Property Administrator	anna.schrimpf@cassidyturley.com
Tim Halfman	Security	twhalfman@securityengineersinc.com

Please place this document in your emergency notebook and keep one copy away from your office (we suggest your car’s glove compartment).

Sincerely,

Leigh McGibboney, Property Manager
SouthBridge