



October, 2007

**Emergency Wardens**

SouthBridge Office Building  
2000-2100 SouthBridge Parkway  
Birmingham, AL 35209

**RE: Business Continuation:**

**Office of CARTER Real Estate**

Dear Warden(s):

Planning for an emergency is an important part of any business, especially for a property management company. At CARTER, we have a "continuation of business plan" that includes an emergency relocation procedure. **This revised notice is intended to replace similar letter dated 8/02/05. For future reference, you can also review and retrieve this information from the building website - [www.carterusa.com/southbridge](http://www.carterusa.com/southbridge) .**

If CARTER cannot operate in from our office due to an emergency situation - we will relocate our operations to a sister office of CARTER located at **1900 Fifth Avenue North, Suite 153, Birmingham, AL.**, also known as the lower level of the **Regions Center** downtown headquarters.

The phone number is **(205) 326-5560**. CARTER-SouthBridge will be able to operate from this location for as long as necessary. The fax number at this office 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 my address at [aodell@carterusa.com](mailto:aodell@carterusa.com) as I can retrieve my email remotely from any computer worldwide and my PDA device.

**Additional Communication Methods for Emergency Notification:**

Andy O'Dell Home Phone: (205) 664-3183  
Mobile Phone:(205) 281-9946

Terry Bowden:	PDA Email:	<a href="mailto:tbow@nextel.blackberry.net">tbow@nextel.blackberry.net</a>
Michael Foster:	PDA Email:	<a href="mailto:mikefos@nextel.blackberry.net">mikefos@nextel.blackberry.net</a>
Mary Ann Ward:	Home Email:	<a href="mailto:mward42170@aol.com">mward42170@aol.com</a>
Tim Halfman:	Security:	<a href="mailto:twhalfman@securityengineersinc.com">twhalfman@securityengineersinc.com</a>

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

Sincerely Yours,

Andy O'Dell, General Manager  
SouthBridge

Andy O'Dell - General Manager  
CARTER •2100B SouthBridge Parkway, Suite 285•Birmingham, Alabama 35209  
•Phone (205) 871-5223 • Fax (205) 879-2563