

MEMORANDUM

TO: All One Canal Place Tenants
FROM: Charles H. Peterson, CRE
RE: Automatic External Defibrillator (AED) Machine
DATE: March 2, 2007

I am pleased to advise you that One Canal Place has purchased an Automatic External Defibrillator (AED) machine for use in cases of cardiac emergency.

The AED will be kept in a cabinet located near the main building lobby. We also have an oxygen tank available in the same location. Our guards and engineers will have access to both at all times.

In case of an emergency, you may contact the management office (587-1450), or the lobby desk (587-1450, ext. 232). Persons who have been trained in AED operation may also go directly to the guard's desk to request the machine.

While we hope no one will ever have an emergency requiring this equipment, we wanted to inform you of its availability.

cc: All building personnel