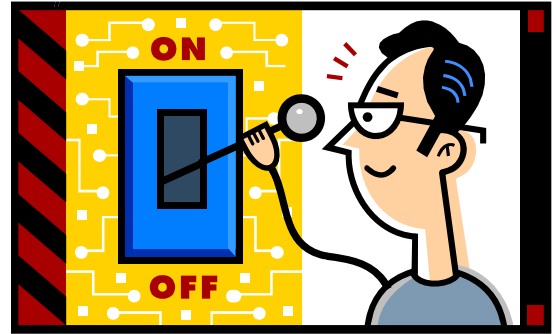


EMERGENCY SHUT-OFF PROCEDURES



Fire Alarm Silencer:

If the alarm is sounding for no apparent reason, shut it off with the following procedures:

- Locate the key marked 'FIRE ALARM' hanging on the file cabinet in the Executive Secretary's office to get into the alarm box.
- Press 'Silence'
- **Then call Facility Services at 530-886-4966**

or after hours 530-308-0967.

Water Shut Off:

Call Facility Services at 530-886-4966 or after hours 530-308-0967.

Main Switch and Circuit Breakers:

The main switch and circuit breakers are located in the lobby, by the front door. Follow instructions indicated on the boxes.

Thermostats:

There are three (3) thermostats in the building.

- * Executive Secretary's cubicle
- * Small room in the Nutrition Office
- * Conference Room