



Dear Tenant,

Safety and security are top priorities at DUS Management, Inc. To help ensure that all occupants understand their role in an emergency, we have prepared a convenient online life safety training program for 35 E. Wacker Drive. This program offers training and information for employees and building occupants, as well as specialized information for floor wardens, and a fire drill. **It is important that everyone participate in this online training.**

You can access the SafetyNet page at:

<https://aksafetynet.com/jewelers>

Invite Code - **training**

The site includes a life safety training video, building-specific safety information, and links to other sources of emergency information. The occupant video covers fire, medical emergencies, bomb threats, building evacuations, shelter in place, and other critical information. The warden program also provides sample response scenarios.

To participate in this life safety training program:

1. Click on **Life Safety**.
2. Click on **Create One** next to "Don't have an account?" and enter your information to set up an account (next time you'll just need to log in with your email address and the password.) During registration, be sure to enter your invite code "training" and hit "**Apply**").
3. Please take note of the unique password that you created. This will be the password you will use to login.
4. From the training program page, Click the **Start** button next to the training module to launch the program.
5. Use the video player controls to pause, resume, or skip forward and backward.
6. After the video concludes, please answer the questions about the material. Repeat steps 3-5 for each of the training modules.
7. When you've passed the quiz, you may print out a completion certificate or simply log out.

USING THE RESPOND APP

1. You may now click on any of the listed emergency scenarios to view your response steps. You may also participate in the video-based training program.
2. As a staff member, you may also see the response steps for any other role via the links at the bottom of any scenario page.
3. If any additional documents have been made available, such as floor plan diagrams, bomb threat checklists, these can be accessed either from text links in the response steps, or via the Docs page (click on **Docs** in the bottom nav bar).

For optimal use:

1. Please remain logged in to the site via your mobile device (in other words, don't click the Log Out button). This helps ensure you'll still see the appropriate response steps even when the local cell network is unavailable
2. It's also a good practice to periodically refresh the site to ensure any new content is available in offline mode. To do this, simply tap once or twice in the address line of your browser to select the entire URL and click on the browser's Go button.

Instructions for adding SafetyNet Respond Icon to Home Screen:

iPhone (Safari):

1. Open the SafetyNet site you would like to bookmark on your iPhone's web browser.
2. On the control panel at the bottom of the screen, select the box with an arrow icon located in the center.
3. On the lower tier of options, scroll to the right until you see "Add to Home Screen"
4. Select "Add to Home Screen" and then label the new icon accordingly
5. Select "Add" in the upper right-hand corner of the screen
6. Confirm that a new SafetyNet Respond icon has been created

Android:

NOTE: Android phones vary in how icons are added to the home screen. For best results, use Google Chrome.

1. Open the SafetyNet site you would like to bookmark on your Android's web browser (preferably Google Chrome).
2. On the control panel in the upper right-hand corner of the screen, select the three vertical dot icon.
3. Move down the list of options until you see "Add to Home Screen"
4. Select "Add to Home Screen" and then label the new icon accordingly
5. Select "Add"
6. Confirm that a new SafetyNet Respond icon has been created

For questions or SafetyNet support issues, please contact support@akpreparedness.com

Thank you for participating in this life safety training program. Knowing how to respond to a range of emergency situations is the single best thing you can do to keep yourself, and those around you, safe. Thank you for your time and cooperation.

Maurice Auriemma
General Manager