

# Business Continuity Alert

To: All Employees and Contractors  
Date: November 9, 2018, 4:30 pm

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## OFFICE CLOSURE – UPDATE

Two major fires, the Hill and Woolsey fires, continue to burn in the Ventura County and northern Los Angeles County area, near the headquarters office in , California.

At this time, we are able to report that the Business Continuity Management team is not aware of any significant loss of property or injuries to any employees or contractors.

As we approach the weekend, we know the following:

- The headquarters building at is still within the mandatory evacuation area (as of 4 pm Friday).
- **Please do not go to the building until you have received an “all clear” sent from communications, the Business Continuity management team, or your manager.**

Please continue to monitor your email account for updates and changes.

(For updates from local authorities, such as evacuations, and school and road closures, go to [vcemergency.com](http://vcemergency.com).)

### If you are approached by the media with questions about this event:

Any -related media inquiries regarding this event must be directed to the Legal Department.  
Contact: [legal@.com](mailto:legal@.com), cc: , @.com.