



Operations Memorandum

To: CVG Airlines and Tenants

Subject: Terminal Facility Shelter and Evacuation Plan

Date: April 30, 2018

Effective Immediately

KCAB PROVIDES COMPREHENSIVE GUIDE FOR SHELTER AND EVACUATION PLANNING

The accompanying document "Shelter and Evacuation Plan" referred to in this Operations Memorandum utilizes KCAB's internal policy formatting. Leaders from tenant organizations and KCAB have met and discussed these plans and were asked to distribute among all frontline staff in the interest of customers' and personnel safety under various emergency conditions. While not all scenarios can be captured, the "Shelter and Evacuation Plan" provides a comprehensive approach to our mutual safety.

You may anticipate future updates to this document and other options to include quick-reference guides and/or electronic access to the same.