

Accident or Illness

1. Call 911 and state the following information:
 - a. You need medical assistance
 - b. Location:
 - Building name: Woodbury Office Plaza
1811 Weir Drive
 - Suite number:
 - c. Type of illness or injury
 - d. Individual's present condition

2. Call United Properties at 952.831.1001 from a safe place and state the following information:
 - a. You have called 911 and requested medical assistance
 - b. Location:
 - Building Name: Woodbury Office Plaza
1811 Weir Drive
 - Suite Number: Your name and individual's name, if known
 - c. Try to make the individual comfortable, but do not move them

Bomb Threat

1. Keep caller on the phone as long as possible, find out and record as much information as you can, i.e.:
 - a. Caller's intent, timing of bomb, location
 - b. Age
 - c. Sex
 - d. Accent or slang used
 - e. Background noise

2. Call 911 and state the following information:
 - a. You have received a bomb threat
 - b. Location:
 - Building name: Woodbury Office Plaza
 - 1811 Weir Drive
 - Your company's name:
 - Suite number:
 - Your name:

3. Call United Properties at 952.831.1001 from a safe place and state the following information:
 - a. You have received a bomb threat
 - b. Your building name and suite number
 - c. Your name

Elevator

In the case of an elevator emergency, proceed as follows:

1. Open the telephone panel
2. Lift the receiver. When the monitoring service answers, give the following information:
 - Building name: Woodbury Office Plaza
 - Floor number, if possible
3. Elevator number located inside the telephone panel door
4. Remain on the telephone with the monitoring service
5. DO NOT try to force open the elevator door

WHAT WILL HAPPEN NEXT

1. An elevator technician will respond
2. Elevator technician will be in communication with you by phone, elevator speaker system or from outside the elevator
3. You will be assisted as soon as possible

Evacuation

If evacuation becomes necessary, proceed as follows:

1. Form a line in the corridor leading to stairwells
2. Proceed by stairwell out of the building
3. Proceed away from the building to the east and out of the parking lot - Stand by for further instructions

DO'S

1. Use stairwells to evacuate
2. Assist in moving individuals with special needs to stairwell landings
3. Be prepared to merge with people evacuating from other floors
4. Watch for fire fighters coming up stairwells to handle the emergency

DONT'S

1. DO NOT go to the elevators - they will not respond
2. DO NOT run or create a panic
3. DO NOT return to your office until the "ALL CLEAR" is given

WHAT WILL HAPPEN NEXT

1. Emergency personnel will assist individuals with special needs
2. You may hear further evacuation announcements
3. The "ALL CLEAR" may be given to return to your office

Fire

1. Close the door leading to the source of the fire
2. Call 911 and state the following information:
 - a. There is a fire emergency
 - b. Location:
Building name: Woodbury Office Plaza
1811 Weir Drive
Suite number:
3. Call United Properties at 952.831.1001 from a safe place and state the following information:
 - a. You have called 911 and reported a fire emergency
 - b. Location:
Building name: Woodbury Office Plaza
Suite number:
4. Evacuate out of the building using stairwells

Dealing with Biological or Chemical Threats

If you receive or encounter any suspicious material or substance:

1. Call 911 and state the following information:
 - a. Location:

Building name:	Woodbury Office Plaza
	1811 Weir Drive

Suite number:	
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 - b. Explain the situation
2. Call United Properties at 952.831.1001 from a safe place and state the following information:
 - a. You have called 911 and reported a suspicious material/substance
 - b. Location:

Building name:	Woodbury Office Plaza
Suite number:	
3. The police will respond to the call and determine what the actions are necessary

In An Emergency

FIRST - CALL 911

This number provides direct access to police, fire, ambulance, and rescue assistance. If one of the following emergencies occurs at Woodbury Office Plaza, **FIRST** call **911**, then call United Properties at 952.831.1001 from a safe place to assist in the emergency team response:

- To report a medical emergency
- To save a life
- To report a fire
- To report or prevent a crime that is occurring, has just occurred, or is about to occur

Power Failure

In the event of a power failure in your space, call United Properties at 952.831.1001 immediately. Open draperies and raise blinds to let in all available ambient light.

Severe Weather

Washington County Civil Defense will issue the severe weather warning by radio or civil defense sirens. Building management may also advise you of a severe weather warning. In the event of a severe weather warning, proceed as follows:

1. Move away from the perimeter of the building and external glass
2. Leave the exterior offices and close the door behind you
3. Seek shelter in corridors and interior offices