

3900 NORTHWOODS EMERGENCY PROCEDURES

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 3900 Northwoods, FIRST call 911, then call United Properties from a safe place at (952) 831-1001 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.

ACCIDENT OR ILLNESS OF AN EMPLOYEE OR VISITOR

1. Call 911 and state the following information:
 - a. You need medical assistance
 - b. Location:
 - Building name: 3900 Northwoods
3900 Northwoods Drive
Arden Hills, MN
 - Floor number and suite number
 - c. Type of illness or injury
 - d. Individual's present condition
2. Call United Properties at (952) 831-1001 and state the following information:
 - a. You have called 911 and requested medical assistance
 - b. Location:
 - 3900 Northwoods
 - Suite number
 - Your name and individual's name, if known
 - c. Try to make the individual comfortable, but do not move them.

FIRE PROCEDURE

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: 3900 Northwoods
3900 Northwoods Drive
Arden Hills, MN
 - Floor number
 - Suite number
 3. Call United Properties from a safe place at (952) 831-1001 and state the following information:
 - a. You have called 911 and reported a fire emergency
 - b. Location:
 - 3900 Northwoods
 - Floor number
 - Suite number
 4. Evacuate out of the building. DO NOT TAKE THE ELEVATORS!! (Elevators will be available only to firemen in an emergency.)
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SEVERE WEATHER

Severe weather warnings are issued by radio or civil defense sirens. In case of severe weather:

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 the stairways as they are the safest areas, followed by the corridors and interior offices.

If you would like further information on severe weather watches and warnings, as well as recommended actions, please [click here](#).

POWER FAILURE

In the event of a power failure in your space or in the building, call United Properties immediately. Open draperies and raise blinds to let in all available ambient light. If you are trapped in an elevator during a power failure, DO NOT PANIC. Pick up the phone, it will automatically call the elevator service company and report to them that you are trapped. The elevators will cease normal operation, but will in sequence, slowly make their way down to the first floor where the doors will open. The elevator cab WILL NOT FALL. Do not force open elevator doors or try to escape through the roof hatch.

BIOLOGICAL OR CHEMICAL THREATS

If you receive or encounter any suspicious material or substance:

1. Call 9-1-1 and state the following information:
 - a. There is a biological or chemical threat
 - b. Location (address, floor and suite number)
2. Call United Properties LLC at 952-831-1001 and state the following information:
 - a. You have called and reported a biological or chemical threat
 - b. Location (building, floor and suite number)

BOMB THREAT

1. Keep caller on the phone as long as possible, finding out and recording 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: 3900 Northwoods
3900 Northwoods Drive
Arden Hills, MN
 - Your company's name
 - Floor number
 - Suite number
 - Your name

 3. Call United Properties from a safe place at (952) 831-1001 and state the following information:
 - a. You have received a bomb threat
 - b. Your floor number and suite number
 - c. Your name
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BOMB THREAT CHECKLIST

Exact time of the call:

Exact words of the caller:

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

CALLER'S VOICE (circle on printout)

Calm	Disguised	Nasal	Angry	Broken
Normal	Accent	Stutter	Slow	Sincere
Lisp	Rapid	Slurred	Stressed	Giggling
Deep	Crying	Squeaky	Excited	Loud

If the voice is familiar, whom did it sound like?

Were there any background noises?

Remarks?

Person receiving the call:

Telephone number call received at:

Date:

Report the call immediately to your Supervisor. Bomb threats and searches will be managed in accordance with Bloomington Police Department Policy.