



Baker Technology Plaza Emergency Procedures

5909-6121 Baker Road
Minnetonka, MN 55345

EMERGENCY PROCEDURES & SECURITY

Emergencies and disasters are unpredictable and strike without warning. It is for this reason that NorthMarq Real Estate Services has implemented pre-planning for effective emergency action. The following sections contain quick reference information and checklist procedures on how to report an emergency and what to do.

ACCIDENT OR ILLNESS

1. Call 911 and State the following information:
 - a. You need medical assistance
 - b. You are located at Baker Technology Plaza, _____ Baker Road, Minnetonka, MN 55345.
 - c. Your name and the individual's name, if known
 - d. Type of illness or injury
 - e. Individual's present condition
2. Call NorthMarq Real Estate Services at (763) 591-6090 or (952) 831-1001 (24-Hour Service Line), give them the following information:
 - a. Your name
 - b. You have called 911 and requested medical assistance
 - c. You are located at Baker Technology Plaza in Suite _____
3. Try to make the individual comfortable, but do not move them.
4. Stay with the person injured and make sure you have the following information: name, where they work, business and home phone number, and home address.
5. If possible, have someone meet the emergency unit at the front entry door of the suite.
6. Ascertain what the injury is and how the accident occurred. Please note if the area was dry, wet and/or icy.
7. Use your discretion as to when you leave the injured party. However, make sure you have gathered important facts and known that the person is not badly injured.
8. A written report on the accident must be submitted to your supervisor. Do not give it to anyone else. This should be done the same day, while all information is fresh in your mind.

THIS IS WHAT HAPPENS

1. Fire emergency unit will be with you shortly and administer necessary medical assistance.
2. Ambulance will arrive and take injured or ill person to the hospital, if necessary.
3. NorthMarq Real Estate Services personnel will be there shortly to assist with any information, reports, etc.

BOMB THREAT

1. **If you receive a bomb threat, keep the caller on the phone as long as possible, find out and record as much information as you can:**
 - a. Caller's intent, timing of the bomb, location of the bomb
 - b. Age, sex, and any intoxication of caller
 - c. Accent or slang used
 - d. Background noise (music, people talking, cars or trucks, airplanes, children, machine noise, typing, etc.)
 - e. What type of bomb it is—If dynamite, how many sticks?
 - f. Method of activation: mechanical, movement of clock, chemical action
 - g. What kind of package or box
 - h. Method of deactivation
 - i. Caller's name, address, and phone number
 - j. Is this a hoax or legitimate?
 - k. Have there been or will there be other calls?
2. **Immediate call Police/Fire Department at 911:** State, "I have received a bomb threat." Give company name, building name, address and suite number/floor. Give the name of the person who received the call.
3. Notify NorthMarq Real Estate Services at (763) 591-6090
4. Commence search of your area to determine if any strange objects are present. Do not touch suspicious object if found.
5. Report to police the results of your search.

THIS IS WHAT HAPPENS

- Police and NorthMarq Real Estate Services will respond
- Building search is made by Police and NorthMarq Real Estate Services
- Police or bomb squad contacts and questions the person who received the bomb threat
- A building evacuation may take place as authorized by the police.
- An "All Clear" will be given on the building when authorized by the police.

EVACUATION

If evacuation becomes necessary, proceed as follows:

1. Proceed in an orderly fashion to the exits.
2. Proceed away from the building to a company pre-designated area in the parking lot. Be prepared to account for people and answer questions from emergency personnel. Stand by for further instructions.

DOs

- Assist in moving persons with disabilities to the exits.
- Be prepared to merge with people evacuating from suites.
- Watch for fire fighters coming into the space to handle the emergency.

DON'Ts

- Don't run or create a panic.
- Don't return to your office until the "All Clear" has been given.

THIS IS WHAT HAPPENS

1. Emergency personnel will assist with the handicapped evacuation.
2. You may hear further evacuation announcements.
3. The "All Clear" will be given when it is safe 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. You are located at Baker Technology Plaza, 6121, 6101, 5959, 5929 or 5909 Baker Road, Minnetonka, MN 55345, Suite number _____
 - c. Your name
3. Call NorthMarq Real Estate Services at (763) 591-6090 and state the following information:
 - a. You have called 911 and reported a fire emergency
 - b. You are located at Baker Technology Plaza, Suite number _____
 - c. Your name
4. Evacuate the building using stairwells.

IN CASE OF OTHER EMERGENCY

FIRST—Call 911

This number provides direct access to police, fire, ambulance, and rescue assistance. If one of the following emergencies occurs at Baker Technology Plaza, FIRST CALL 911. Then call NorthMarq Real Estate Services at (763) 591-6090 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

1. In the event of a power failure in your space, call NorthMarq Real Estate Services at (763) 591-6090 or (952) 831-1001
2. Open draperies and raise blinds to let in outside light.
3. Use a portable flashlight if one is accessible.
4. Your supervisor will contact you with additional information and instructions.
5. If you are instructed to evacuate, lock all areas.
6. Do not congregate in the lobby areas or in the street.
7. Go to the designated area and remain with your group.
8. Return to the building **ONLY** when instructed by the proper authorities.

SEVERE WEATHER

Tornado Watch—weather conditions in the area are such that a tornado could develop.

Tornado Warning—This means that a tornado has actually been spotted in the area. There may be a danger to life and property if protective measures are not taken by people who are in its path. Take precautions when any severe weather is sighted.

ACTION TO TAKE:

1. Move away from the perimeter of the building and external glass.
2. Leave the exterior offices; close the door behind you.
3. Get o an inside room or corridor without windows in your suite.
4. Sit down in the corridor and protect yourself by putting your head as close to your lap as possible or kneel, protecting your head.
5. Do not go outside the building or stay in the lobby areas with windows or skylights.
6. If you need further public information, tune your radio to WCCO at 830 AM.
7. If you are caught in an outside perimeter office, seek protection under heavy furniture such as a table or desk.

ACTION TAKEN BY STAFF:

1. In the event that severe weather strikes the building, appropriate action should be taken in cutting off public utilities if required: electrical, gas and water.
2. The appropriate valves must be tagged for ease in locating them as well as being clearly marked on the plan of the building which has been posted and circulated to the Fire Department, the Building Safety Manager and the Property Manager.
It is important that the roof be free of all construction material or anything a wind could blow away and hurt someone or damage other property.

IN SUMMARY

FOR A BOMB: EVACUATE IMMEDIATELY. CALL POLICE AND POSTAL INSPECTORS. CALL LOCAL FIRE DEPARTMENT/HAZMAT UNIT.

FOR A RADIOLOGICAL THREAT: LIMIT EXPOSURE, DON'T HANDLE. EVACUATE AREA AND SHIELD YOURSELF FROM OBJECT. CALL POLICE AND POSTAL INSPECTORS. CALL LOCAL FIRE DEPARTMENT/HAZMAT UNIT.

FOR BIOLOGICAL OR CHEMICAL THREAT: ISOLATE AND DON'T HANDLE. WASH HANDS WITH SOAP AND WARM WATER. CALL POLICE AND POSTAL INSPECTORS. CALL LOCAL FIRE DEPARTMENT/HAZMAT UNIT.