



UNITED PROPERTIES

TO: Centennial Lakes Office Park Tenants
FROM: Building Management
DATE: March 13, 2007
RE: SEVERE WEATHER

The spring and summer weather seasons are quickly approaching. During these seasons, Minnesota's weather can be unpredictable and may become unstable. Minnesota's Severe Weather Awareness Week is April 9 - 13, 2007. This is a great time of the year to go over severe weather procedures along with your company's emergency procedure plan. The Hennepin County Civil Defense sirens are used to warn residents about dangerous weather, including tornadoes and straight-line winds.

We have attached the Centennial Lakes Office Park's emergency procedures for your convenience. Following are informational highlights for when severe weather sirens sound:

- Do not go outside.
- Move away from exterior windows and the building's perimeter.
- Leave exterior offices and close the doors behind you.
- Seek shelter and avoid elevators. Stairways provide the most safety, then corridors or interior offices. Take the stairway to the lowest level of the building if possible.
- To protect yourself, sit down and place your head as close to your lap as possible, or kneel and protect your head. If you are caught in a perimeter office, take shelter under a desk.
- Remain in these areas until the National Weather Service issues the "all clear" signal.

The following Internet sites cover a variety of severe weather topics, including tornadoes, thunderstorms, hail, flash floods, lightning, and heat safety. Please contact the management office at (952) 837-8400 with any questions, comments, or concerns.

- www.weather.gov
- www.redcross.org/services/disaster/0,1082,0_319_,00.html
- www.stormready.noaa.gov/

Please note: www.nws.noaa.gov/om/brochures/ttl.pdf is a link to an excellent color severe weather brochure that you may print out for your files or to use as a reference. This brochure covers tornados, thunderstorms and lightning.