

EMERGENCY PROCEDURES MANUAL

We have developed an emergency procedures program to guide you through these building emergencies:

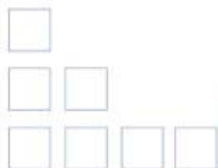
- Medical
- Severe Weather
- Elevator
- Fire
- Bomb Threat

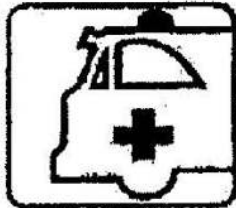
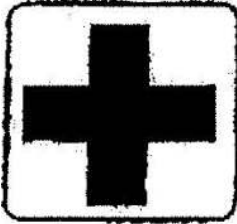
Please take a few minutes to review this information and always keep this document within easy reach for future reference.

By carefully reviewing this guide and keeping it accessible, emergencies can be handled with decisive action and results can be improved.

Thank you,

Wellington Management, Inc.



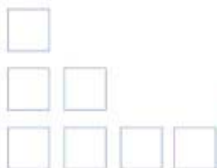


WHAT TO DO IN A MEDICAL EMERGENCY?

1. Call 9-1-1
2. Call Wellington Management Office 651-292-9844
Give the following information to both:
 - Building Name
 - Address
 - Location of fire
 - Details of the emergency
 - Type of injury, illness or symptoms
3. DO NOT move the injured or ill person.
4. If possible, have someone meet the emergency units at the passenger elevator lobby on the emergency floor.

WHAT WILL HAPPEN NEXT?

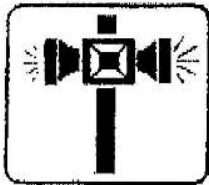
- Paramedics are dispatched by the 911 Center.
- Prepare for arrival of emergency units.
- Paramedics arrive to administer medical assistance.





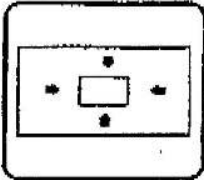
WHAT TO DO IN A WEATHER EMERGENCY?

A severe weather warning is an alert by the National Weather Service confirming a tornado sighting and location. Public warnings will be given by 5-minute blasts of warning over the Civil Defense Warning System.



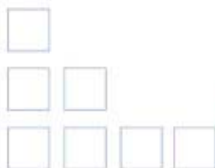
If you hear a severe weather warning, proceed as follows:

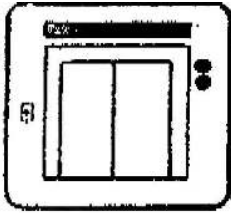
1. Move away from the perimeter of the building and exterior glass.
2. Go to the enclosed areas in the building core, corridors, restrooms, and stairwells.
3. If conditions warrant, your supervisor would initiate your company's response plan.
4. If evacuation to stairwells is necessary, the assigned floor captains will assist to direct personnel.



WHAT WILL HAPPEN NEXT?

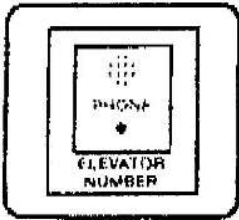
- Wait for the "All Clear" when the National Weather Service determines conditions are safe to return to your office.





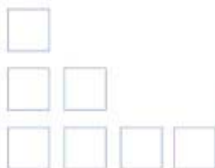
WHAT TO DO IN AN ELEVATOR EMERGENCY?

1. Open the door marked "Phone" and follow the instructions inside.
2. Remain calm and an elevator technician will respond.
3. Do not try to force open the elevator door.
4. Do not call Fire or Police.



WHAT WILL HAPPEN NEXT?

- An elevator technician will respond.
- You will be assisted from the elevator as soon as possible.





WHAT TO DO IN A FIRE EMERGENCY?

1. Activate an alarm pull station OR call 9-1-1.
2. Call Wellington Management Office 651-292-9844
Give the following information to both:
 - Building Name
 - Address
 - Location of fire
 - Details of the fire emergency
3. Do not create a panic, notify your supervisor to activate your company's emergency procedure plan.
4. If evacuation is necessary, the assigned floor captains will assist to direct personnel to the nearest stairwell.
(SEE EVACUATION PROCEDURE)



DO'S

- Leave immediate fire area and close doors behind you.
- Use stairwells to evacuate.
- If caught in heavy smoke, cover mouths and noses with a moist towel or an article of clothing, stay near the floor and move to the exit by crawling.

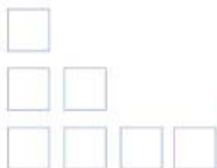


DON'TS

- DO NOT attempt to fight the fire.
- DO NOT use the elevators.

WHAT WILL HAPPEN NEXT?

- The Fire Department is dispatched by 911 Center.
- Firefighters arrive to handle emergency.
- The elevators are dispatched to the first floor for firefighters use only.





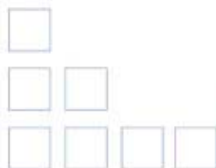
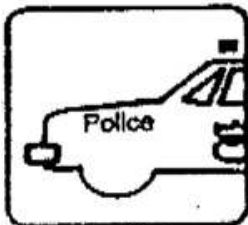
WHAT TO DO IN A BOMB THREAT EMERGENCY?

1. Remain calm. Keep the caller on the phone by using the Telephone Checklist attached to record information concerning the bomb threat. Have this list ready for the authorities.
2. Call 9-1-1
3. Call Wellington Management Office 651-292-9844
 - Give the following information to both:
 - State "I have received a bomb threat"
 - Building Name
 - Company name and floor/suite number
 - Your name
4. DO NOT create a panic, notify your supervisor.
5. DO NOT touch suspicious objects.



WHAT WILL HAPPEN NEXT?

- Police are dispatched by 911 Center.
- A building search may be conducted.
- Police Bomb Squad will contact the person who received the threat.
- An evacuation may take place.
- When authorized, the "ALL CLEAR" will be given by the bomb squad or police department.





TELEPHONE CHECKLIST FOR BOMB THREAT

If you receive a bomb threat, remain calm. If possible alert your supervisor to pick up the phone and monitor the call, and record the message. Inform the caller that the bomb may injure innocent people.

OBTAIN AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:



Where is the bomb? _____

What time is it set to go off? _____

What does the bomb look like? _____

What type of explosive materials are contained in the bomb?

What kind of package or box? _____

Why did you set the bomb? _____

What is your name, address and telephone number? _____



JUDGE THE VOICE:

Man _____ Woman _____ Child _____

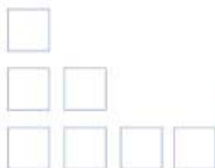
Approximate age _____ Drinking _____ Other _____

Voice characteristics _____

LISTEN FOR ANY BACKGROUND NOISE



Check if heard	Description
<input type="checkbox"/>	Music
<input type="checkbox"/>	People talking
<input type="checkbox"/>	Cars or trucks
<input type="checkbox"/>	Airplane
<input type="checkbox"/>	Children or babies
<input type="checkbox"/>	Machine noise
<input type="checkbox"/>	Typing
<input type="checkbox"/>	Other





WHAT TO DO IN AN EVACUATION

If evacuation becomes necessary, proceed as follows:

1. Form a line in the corridor leading to the stairwells.
2. Proceed by stairwell to ground floor as directed.
3. Exit away from the building so emergency personnel have a clear path.



DO'S

- Use the stairwells to evacuate.
- Be prepared to merge with people evacuating from other floors.
- Watch for firefighters coming up the stairwells to handle the emergency.



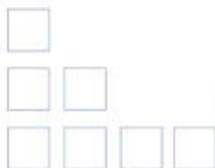
DON'TS

- DO NOT go to the elevator.
- DO NOT run or create a panic.
- DO NOT return to your office until the "ALL CLEAR" is given.
- DO NOT congregate near building entrance, move away from the building so emergency personnel have a clear path.



WHAT WILL HAPPEN NEXT?

- Emergency personnel will assist with evacuation.
- You may hear further evacuation announcements.
- The "ALL CLEAR" will be given when it is safe to return to your office.





SAFETY/FLOOR CAPTAIN RESPONSIBILITIES

You may assign a few people in your office to be the floor captains for your office.

Inspection

- Inspect assigned areas to eliminate fire hazards.
- Keep aisles and exits cleared.

Information

- Familiarize employees with proper evacuation routes and procedures.
- Have a plan to evacuate physically challenged.
- Maintain a current list of office leaders, alternates and physically challenged employees (including breathing impaired).



Evacuation

- Notify occupants in assigned areas to form a line in the corridor leading to a safe exit stairwell.
- Direct an orderly evacuation by stairwell to designated areas.
- Evacuate physically challenged.
- Check restrooms, conference rooms and remote areas for employees who may not have heard the evacuation announcements.
- Keep employees in designated areas until the “ALL CLEAR” sounds.

