

EMERGENCY PROCEDURES GUIDE

Introduction:

While emergency and disasters are unpredictable and strike without warning, Metropoint is prepared to respond swiftly to any crisis situation. In fact, tenant safety is our highest priority. We regularly review processes and operations to improve the safety at Metropoint and reduce the risk of disaster. In the event of a crisis situation, however, it is very important that our tenants know how to respond. This quick reference manual contains emergency preparedness information. We encourage you to review this information to reduce your risk of personal injury or property damage.

If you have any questions about how to prepare for a crisis or how to respond to one, please call the Property Management Office at 952-546-8700.

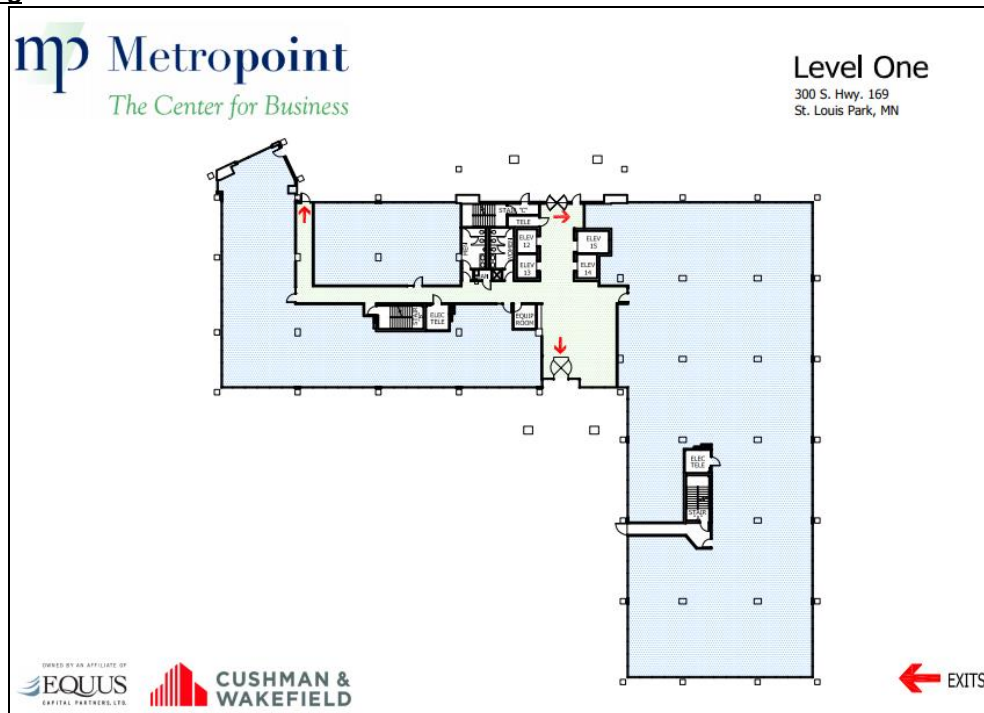
Evacuation Plan:

In the event that you are advised to evacuate, please follow these instructions:

- Close each door of your office as you leave.
- Proceed to the nearest fire stairwell and form an evacuation line. Do not attempt to use elevators—they are programmed to return to the ground level for use by the fire department.
- Proceed down the stairwell. Keep to the right so that emergency personnel can also utilize the stairwell.
- Speak to your Floor Captains to request assistance for any elderly or disabled people on your floor. Do not return to the building until instructed to do so by the fire department.
- Assemble in your pre-designated meeting area. Managers and supervisors will conduct attendance checks of their staff.

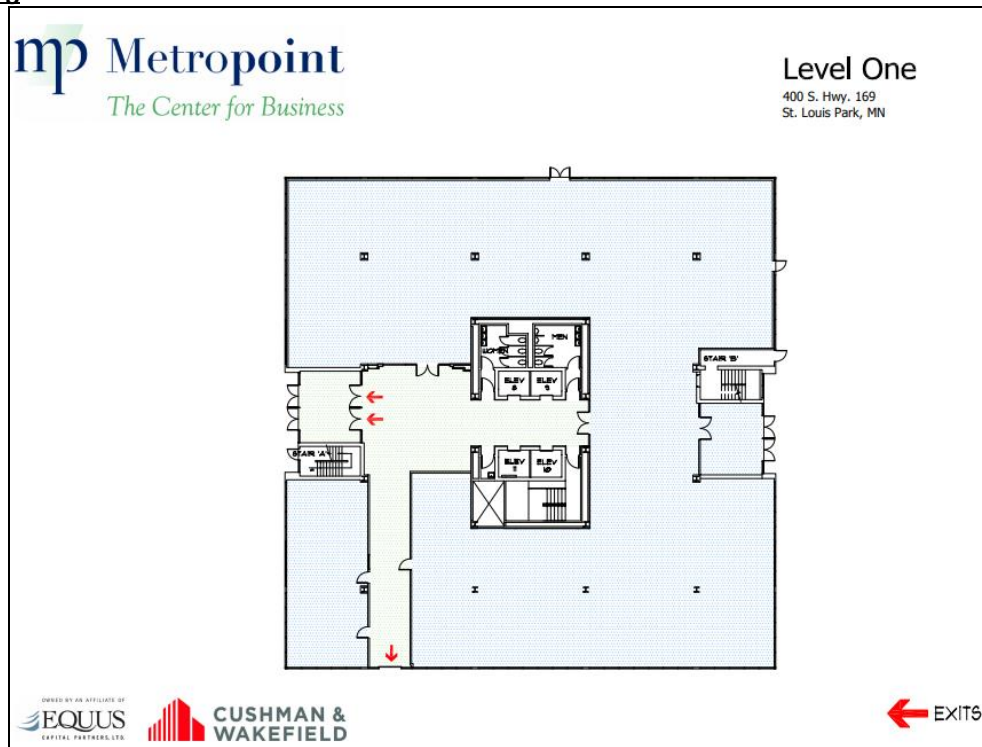
The maps below show the 1st floor evacuation route for each Metropoint building (300, 400, 435, and 600). If at any time an evacuation is required, remain calm.

300 Building

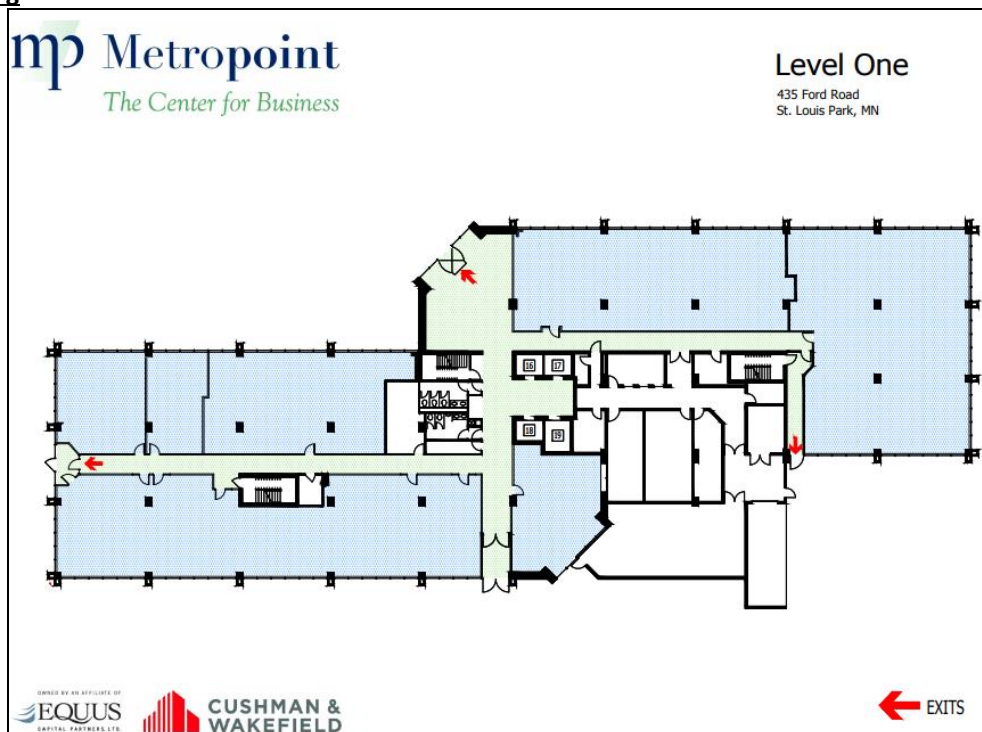


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400 Building

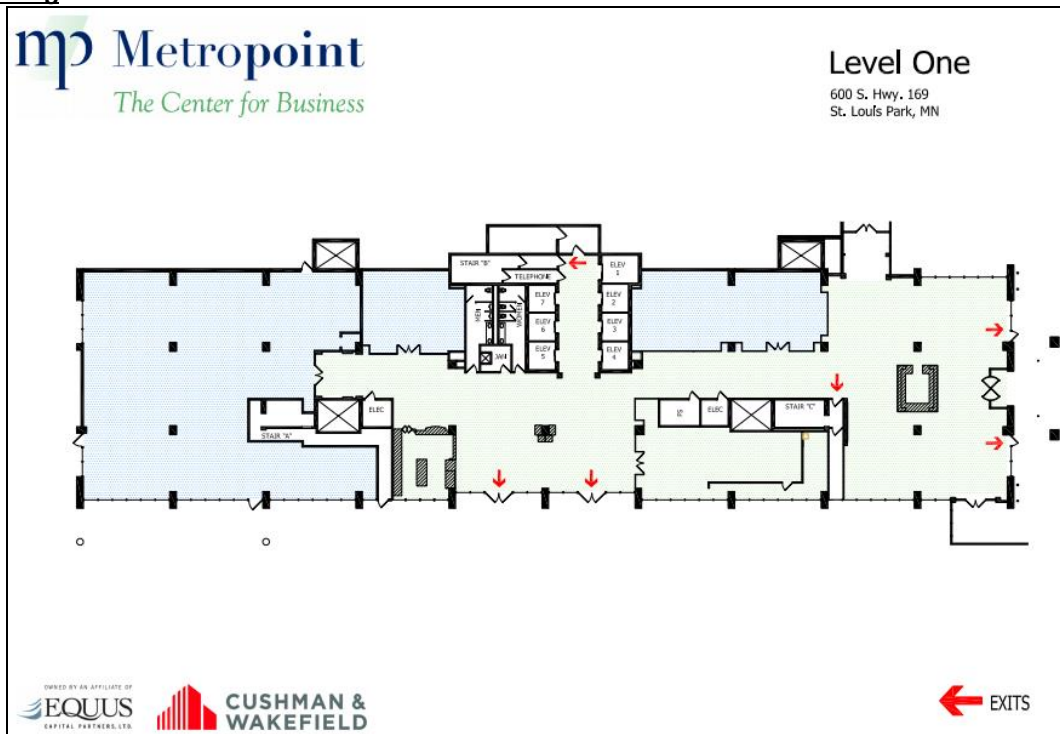


435 Building



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600 Building



Medical Emergencies:

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

- Call Emergency Services at 911
- Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your Building's name and address
 - Your specific floor number, and the exact location of the emergency
 - Any pertinent details of the accident or illness
 - Do not move the injured / ill person. Attempt to make them as comfortable as possible
 - If feasible, send someone to meet the emergency unit upon its arrival in the lobby
 - The emergency unit will be with you shortly and will administer all necessary medical assistance
- Call the Security Desk at (952) 525-3507. Inform management that you have called 911 and briefly describe the nature of the emergency
- Determine, if possible:
 - Name, address and age of injured / ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual

Security personnel will do all they can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid and protocol used to alert emergency services.

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Severe Weather:

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications: a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc.

- A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon
- A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each tenant. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows - if the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass)
- Do not panic
- If evacuated, lock all desk drawers and take all items of value with you
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows
- Use the stairwells rather than the elevators
- If evacuated, do not return to your office until advised to do so

Elevator Malfunction:

If you are in the elevator and it stops for no apparent reason, remember to remain calm. By using the call device within the cab Building Security will be alerted that the elevator is malfunctioning. The cab number and the specific floor on which it is stuck will also be identified. The Officer will establish two-way communication with occupants in the elevator until help has arrived.

In the event of a power outage, one elevator per building will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Power Outages:

All Metropoint Office Buildings and common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Unless directed to do so, please remain in your offices during a power outage.

Emergency Functions Include:

- Activating emergency lights on each floor throughout the building, including all Exit signs
- Activating all stairwell lighting
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems
- Recalling all elevators to the ground floor lobby (one elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed)

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Fire Emergency:

Metropoint Management Team works very closely with the local fire department to reduce the risk of fire at the Metropoint. State-of-the-art equipment has been installed to protect our tenants from fire hazards. Familiarize yourself with your evacuation route and the names of your Floor Captains. In the remote chance that a fire should begin, follow the procedures below:

In the Event of a Fire

- Leave your area by using the designated evacuation route
- Follow the instruction of civil authorities, building personnel and Floor Captains

Upon Detection of a Fire

- Remove yourself from afflicted areas of incident
- Immediately leave your area by using the designated exit route
- Close all doors behind you
- Pull the fire alarm box if the alarm is not already sounding and call building security to report the fire
- Take account of the staff that you are responsible for

Flooding:

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Civil Disturbance:

Should a riot or civil disturbance start outside the Building, Security Officers will immediately lock all entrances to the building. The police will be notified and communication with tenants will be maintained.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Hazmat Spill:

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed.

- Call 911
- Provide the building's address, your floor and phone number
- Also what type of spill has occurred
- Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials
- Contact Building Security at (952) 525-3507 - They will assist in securing the area during throughout the hazard containment and remediation

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Bomb Threat:

Telephone Threat

All bomb threats must be taken seriously. Remain calm but act quickly. Most bomb threats are received by phone. If the caller is familiar with the building and specific about the location of the bomb, the call should be regarded with a high degree of urgency.

In the event of a bomb threat:

- If a threat is received in a note, handle the note as minimally as possible.
- If a threat is received by email, do not delete the message.
- If a threat is received by phone, try to keep the caller on the line and gather information.
- Call the Security Desk at 952-525-3554 to dispatch security. Building staff will search all public areas.
- If you cannot reach building security, call 911 immediately.

Do not touch suspicious objects. Do not use two-way radios or cell phones as the signal could detonate a bomb. Do not discuss a bomb threat with anyone other than building security or police.

Suspicious Packages or Mail Bombs

Suspicious letters or packages may include some of the following characteristics, but keep in mind that the existence of one or more of these characteristics does not mean that the package is a harmful chemical or device.

Signs of a suspicious letter or package:

- Incorrect, unclear, unusual or incorrectly spelled addresses
- No return address
- A letter that is too heavy or light in relation to size, or is lopsided
- Unusual, lumpy or inconsistent texture
- Visible leakage, stains or crystallization
- Articles that are visibly resealed or appear to have been tampered with
- Excessive securing material such as string or tape
- Wires that can be seen or felt

If you receive a suspicious package or letter:

- **Contact the security desk at 952-525-3554 or 911.**
- Do not open the letter or package
- If the letter or package is already open and a substance has spilled out, do not attempt to clean it up
- Do not smell or sniff a substance of unknown origin
- Do not shake or empty the contents of any suspicious package or letter
- If possible, cover the envelope or package with a container
- List all of the people that were in the room or area when the suspicious package or letter was received
- Evacuate or seal the room or area where the suspicious letter or package is located
- Go to the closest available sink and wash your hands with soap and water

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Pandemic Preparedness:

From CDC - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Businesses and employers can play a key role in preventing and slowing the spread of COVID-19 within the workplace. Employers' COVID-19 preparedness, response, and control plans should take into account workplace factors such as feasibility of social distancing in the workplace, ability to stagger employee shifts, degree to which employees interact with the public in person, feasibility of accomplishing work by telework, geographical isolation of the workplace, whether employees live in congregate housing, proportion of employees at increased risk for severe illness, policies regarding sick leave for staff, and priority for continuity of operations. Employers should also consider the level of COVID-19 disease transmission in their communities.

Businesses and employers are encouraged to coordinate with state and local health officials to obtain timely and accurate information to inform appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies.

As an employer, if your business operations were interrupted, resuming normal or phased activities presents an opportunity to update your COVID-19 preparedness, response, and control plans. All employers should implement and update as necessary a plan that:

- Is specific to your workplace
- Identifies all areas and job tasks with potential exposures to COVID-19
- Includes control measures to eliminate or reduce such exposures

Talk with your employees about planned changes and seek their input. Additionally, collaborate with employees and unions to effectively communicate important COVID-19 information.

See the OSHA Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace for more information on how to protect workers from potential exposures, according to their exposure risk. Plans should consider that employees may be able to spread COVID-19 even if they do not show symptoms.

All employers need to consider how best to decrease the spread of SARS CoV-2, the virus that causes COVID-19, and lower the impact in your workplace. This should include activities to:

- Prevent and reduce transmission among employees
- Maintain healthy business operations
- Maintain a healthy work environment

Pandemic Flu Resources:

There are many publicly available resources in place to help communities, companies and individuals plan for the pandemic flu outbreak:

- Pandemicflu.gov - This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference
- Centers for Disease Control and Prevention (CDC) - The CDC Web site is another primary source of information on the pandemic. Questions can be e-mailed to inquiry@cdc.gov
- Department of Homeland Security (DHS) - DHS has a "Business Planning Guide," which is posted on the DHS home page and on Pandemicflu.gov. Also, for business-specific questions, the DHS has created a mailbox for questions related to Pandemic Flu- DHSPandemic@dhs.gov
- BOMA Resources - Security and Emergency Preparedness Information