











# EMERGENCY PROCEDURES – ATRIA CORPORATE CENTER

**ABM 24/7: 612-378-0646**

NATURE OF EMERGENCY	CALL	ACTION
 <b>POWER FAILURE</b>	<b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li>Contact your company administrator and report outage if local to your area.</li> <li>Shut down electrical equipment.</li> <li>Await further instructions from your company administrator and/or property management.</li> </ul>
 <b>ELEVATOR FAILURE</b>	<b>Help Button</b> (located beneath floor buttons on panel) <b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li>When activated, the HELP button located in elevator cab will dial the 24/7 dispatch for the elevator vendor. A recorded message will play twice and then an operator will assist you and dispatch a technician.</li> <li>If possible (with a cell), contact the security desk to inform them of situation.</li> </ul>
 <b>VEHICLE ACCIDENT</b>	<b>Police</b> (City of Plymouth) 612-741-6091 <b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li>Medical emergency – call 911</li> <li>To police, give location and nature of accident, severity of accident, if there are injuries, the identification of person and vehicles involved.</li> <li>After police have been contacted, notify building security.</li> </ul>
 <b>CRIME / THEFT / VANDALISM</b>	<b>Police</b> (City of Plymouth) 612-741-6091 <b>Security</b> - 612-741-6091	<ul style="list-style-type: none"> <li>Report incident in detail to both police and building security as quickly as possible.</li> </ul>
 <b>FIRE</b>	<b>911</b> <b>Security</b> 612-741-6091 <b>Property Mgmt</b> 763-553-2796	<ul style="list-style-type: none"> <li>If alarm has not been activated, pull a manual alarm.</li> <li>Close doors behind you, but, <b>DO NOT LOCK</b>.</li> <li>Do not use elevators. Use Stairwells to exit. Stay to the right.</li> <li>Go to predetermined area of refuge.</li> <li>Stay away from drive lanes, sidewalks and front of building.</li> </ul>
 <b>MEDICAL</b>	<b>911</b> <b>Security</b> - 612-741-6091 <b>Property Mgmt</b> 763-553-2796	<ul style="list-style-type: none"> <li>Evaluate situation and take appropriate action.</li> <li>Call 911 and give details including building name, address and suite/location in building.</li> <li>Contact Security and Property Management to inform them of the medical emergency and that 911 has been contacted.</li> </ul>
 <b>TORNADO &amp; SEVERE WEATHER</b>	<b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li>Tune radio/TV to weather reports.</li> <li>Seek safe refuge if severe conditions exist or alarm sounds.</li> <li>Follow your company's emergency warden's instructions for further detail and when it is safe to re-enter.</li> </ul>
 <b>ACTIVE SHOOTER</b>	<b>911</b> <b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li><b>Call 911 when safe to do so</b></li> <li><b>Run:</b> If there is an accessible escape path, attempt to evacuate the premises.</li> <li><b>Hide:</b> If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.</li> <li><b>Fight:</b> As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter</li> </ul>
 <b>WORKPLACE VIOLENCE / TERRORISM</b>	<b>911</b> <b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li>Evaluate situation and take appropriate action</li> <li>If 911 and/or security are called, give nature of incident and location, building name address, suite, general location within suite.</li> <li>If possible/necessary, relocate to area of safe refuge.</li> </ul>
 <b>BOMB THREAT</b>	<b>911</b> <b>Security</b> 612-741-6091	<ul style="list-style-type: none"> <li>Follow instructions on Bomb Threat Checklist.</li> <li>Do NOT touch, move or cover a suspicious object/package.</li> <li>Follow instructions of authorities to assist in search and/or evacuation.</li> </ul>