

General Fire Information

The 81 on Seventh Staff conducts periodic inspections of all fire systems.

The 81 on Seventh Building is equipped with a fire sprinkler system and a fire evacuation alarm system.

If You Discover a Fire

- 1) Pull the nearest fire alarm box and dial 911(or 9-911 if applicable) immediately.
(Fire alarm pull boxes are located next to each emergency exit.)
- 2) Give the building name and address to the 911 operator:
81 on Seventh
81 East Seventh Street
St. Paul, 55101
- 3) Follow the fire evacuation procedures

Fire Evacuation Procedures

- 1) Each work area has a primary and secondary evacuation plan assigned to its occupants.
- 2) Proceed by stairwell to exit the building as directed.
- 3) After exiting the building, move away to allow fire fighters and equipment easy access and avoid the risk of falling debris.
- 4) Proceed to your designated rendezvous location. Remain there and stand by for further instructions. (If unsure of location, contact your supervisor.)

DO'S

* Leave fire area immediately and close the doors behind you.

* Use stairwells to evacuate.

* If caught in heavy smoke, take short breaths through your nose and stay low to the floor.

(Cleaner air is near the floor because toxic gasses rise.)

* Stay calm and alert.

* Listen for further announcements and instructions and follow them.

* Evacuate in an orderly fashion, keeping to the right in the stairwells and in single file.

DON'TS

* Do not attempt to fight the fire.

* Do not use elevators.

* Do not run or create panic.

* Do not return to your office until the "ALL CLEAR" is given.

Fire Hazards

Space heaters are not allowed in the building. Coffee pots, hot-plates, microwave ovens, etc. are not allowed in work areas or offices. They must be confined to kitchen or break areas. Coffee pots and hot-plates must be connected to automatic shut-off timers.

Evacuation Assistance

Tenants requiring evacuation assistance or anyone with difficulty traversing stairs should notify their supervisor and Building Management immediately. Procedures are in place with the St. Paul Fire Department to assist with evacuation. We must know your name and work location prior to any evacuation for this procedure to be effective.

Medical Emergencies

- 1) At all times call 911 (or 9-911 if applicable) first, then call Building Security at 651-308-3172, so that we can respond accordingly. Please call the Management Office at 651-290-8890 in the event that Building Security is not available.

Provide the following information:

A. Building name and address:

81 on Seventh Building

81 East Seventh Street

St. Paul, 55101

B. Floor and location of victim.

C. Type of illness, injury or symptoms

- 2) Send someone to meet the response team and/or the paramedics by the elevator on your floor.
- 3) Do not attempt to move the injured or ill person. Keep them as warm and comfortable as possible.
- 4) Remain with victim until help arrives. NOTE: It is the responsibility of each tenant to make available to their employees the names of individuals trained in CPR and basic first aid in their company
- 5) Remember to always remain calm.

81 on Seventh
Building

EMERGENCY PROCEDURE PAMPHLET



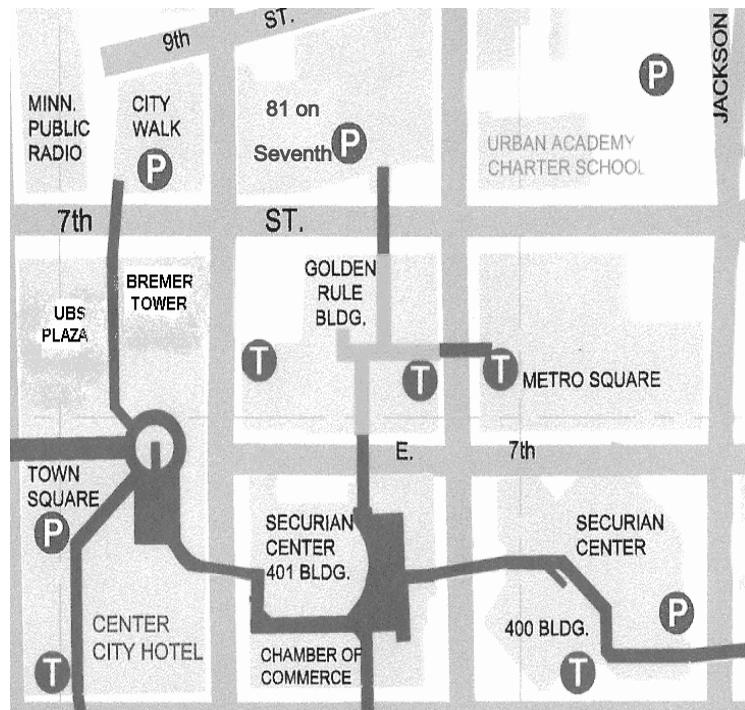
**81 EAST 7TH Street
ST. PAUL, MN 55101**

WWW.81ONSEVENTH.COM

The 81 on Seventh Building

Introduction

This booklet outlines the specific instructions to follow in the event of an emergency in The 81 on Seventh Building. The building management company, Commercial Real Estate Services, Inc., is available 24 hours per day to assist fire and police department personnel. A coordinated effort of building management, emergency response teams, occupants and police department and fire department personnel is required to ensure the safety of building occupants. It is the responsibility of each individual to become familiar with these established procedures, building floor plans, and the location of emergency exits, fire alarm pull boxes, fire extinguishers, etc. Please review these instructions carefully and keep this pamphlet within easy reach for future reference.



Emergency Numbers Procedure

At all times call 911 (or 9-911 if applicable) and then call the Building Security at 651-308-3172. Please call the Management Office at 651-290-8890 in the event that Building Security is not available.

General Information

The 81 on Seventh Building is professionally managed by Commercial Real Estate Services, Inc., located in suite 200 In The Golden Rule Building.

Management Office Hours: Monday - Friday, 8:00 AM to 5:00 PM
Answering Service: 24 hours a day, 365 days a year.
Building Hours: Monday - Friday, 5:30 AM to 6:00 PM
Skyway Hours: Monday - Friday, 5:00 AM to 2:00 AM

NOTE: The building is completely secured on holidays.

Elevator Hours: 24 hours per day, 365 days per year
Secured floor access varies by tenant.

General Security Information

AFTER HOURS ACCESS:

Any tenant without a 24 hour building access card, requiring after hours admittance, should call their supervisor.

INTRUDERS:

If needed, the building security officer can be summoned to escort an unauthorized individual from the building. Call 651-308-3172 for security.

POWER OUTAGE:

Stay where you are until you receive further instructions. If fire or another emergency is evident, follow the appropriate procedures.

NOTE: The 81 on Seventh Building is equipped with an emergency lighting system.

Police Emergencies

In the event of a police emergency, call the emergency numbers as previously outlined and give the following information:

1) **Building Name and Address:**

The 81 on Seventh Building
81 East Seventh Street
St. Paul MN, 55101

2) **Type of Emergency:** for example, assault

Police Non-Emergencies

THEFT: Report any theft or missing property to your immediate supervisor / human resources and Building Management. Report theft to the police department if appropriate.

The police non-emergency number is 651-291-1111.

Elevator Emergency

In case of an elevator malfunction:

- 1) Press emergency phone button. The telephone will automatically dial the elevator company. In turn, they will dispatch a service person and notify the Building Security.
- 2) When the elevator company answers, please follow their instructions.
- 3) Remain calm.
- 4) DO NOT try to force open the elevator doors.

Severe Weather

Tornadoes and severe thunderstorms:

- 1) A five minute steady blast on the Civil Defense siren means that a tornado has been sighted and wind speeds are in excess of 75 MPH.
- 2) Move away from the perimeter of the building and away from windows. Go to enclosed areas of the building core; e.g., elevator lobbies, corridors and restrooms.
- 3) DO NOT return to your work areas until the "ALL CLEAR" is given.