Welcome to

Dorsey Three
ELKRIDGE

A CUSTOMER GUIDE

BECO
MANAGEMENT
Making Life Better at Work

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BUILDING LOCATION

Dorsey Business Center is located at 6797 Dorsey Road, Elkridge, MD 21075.

The headquarters of BECO Management, Inc. (BECO) is located on the second floor of the BECO Building West, 5410 Edson Lane, Suite 200, Rockville, MD 20852.

MAINTENANCE & SERVICE REQUESTS

Dorsey Business Center has a staff of engineers who routinely deal with the maintenance and operation of the building's mechanical, electrical and plumbing systems. Service requests can be made 24 hours a day via www.mybeco.com or during normal business hours to BECO headquarters' receptionist (301-816-1500 or 800-967-BECO). All service requests will be logged and directed to your engineer who will respond to your needs.

AFTER HOURS SERVICE REQUESTS

After hours service requests can be made via www.mybeco.com which can be accessed 24 hours a day.
In case of an after-hours emergency you can also call our answering service who will contact "on-call" personnel as appropriate to respond to your needs. Please call (301) 816-1500 or (800) 967-BECO and follow the recorded instructions.

PAYMENTS

All payments should be made payable to and sent to the following address:

BRIT-Dorsey III LLC
P.O.Box 75126
Baltimore, MD 21275-5126

Because we do not render monthly invoices, please keep in mind that your rent is due on the first day of every month. Should you have any questions regarding your account, please contact your property manager or lease administrator.

NOTIFICATIONS

You may register to receive email and notifications directly from us by going to www.beconet.com, selecting "BECO Customers" in the top right, and clicking "Subscribe". Please fill out the form and be sure that you are subscribed to your building. Additionally, you can sign up employees in your office by using the notifications form (in the forms section). Employees can update their email preferences or unsubscribe at any time by clicking on the links on the button of the emails.

POSTAL SERVICES

Incoming mail is delivered daily to suites between 11:00 a.m. and 1:00 p.m. Monday through Friday.

Your company's mailing address should be as follows:

[Your Name]
Dorsey Business Center
6797 Dorsey Road
Suite [Your suite number]
Elkridge, MD 21075

WINDOW CLEANING

Cleaning of the exterior perimeter windows will be scheduled periodically. You will be informed by memorandum prior to the scheduled date of each cleaning to allow sufficient time for your staff to be aware of their presence around the building. This will enable the window cleaners to have easy access with minimum disruption to you.

CUSTOMER FUNCTION GUIDELINES

If you are planning a function (party, reception, fund-raiser, etc.), please notify the property manager in advance. BECO maintains certain policies and procedures to help coordinate the event, limit liabilities to the building, and ensure the safety of all visitors and guests. The property manager may ask for the following information: date of event, time, number of guests, and presence of alcohol, parking requirements, and certificate of insurance.

LOST AND FOUND

Please report any lost or missing items to BECO. Items found on the premises are kept in an off-site engineer's office.

LOCK OUT POLICY

Customers who request that building staff let them into locked offices are often unaware that this puts our staff members in a difficult position. We do not know every employee of your company and do not want to accidentally admit a former employee or unauthorized person into your suite.

For security, safety and liability reasons, the building staff (including management and engineers) has been instructed not to unlock customer suite doors except in an extreme emergency.

If one of your employees becomes locked out of your suite, we suggest that he/she contact a fellow employee for access. You may want to designate a person or persons in your office to handle such situations.

Also, please note that the same policy applies to after-hours access to the building. All employees must use their access cards.

SOLICITATION

Solicitation is not allowed in the building. Any salespersons or suspicious persons should be reported to BECO immediately at (301) 816-1500 or (800) 967-BECO or via www.mybeco.com.

KEYS

Should you need additional keys they can be purchased from BECO. Requests for lock work, except for desks and filing cabinets, should be made directly to your property manager. Alterations to locks can be made only with approval from BECO.

SIGNS, LETTERING, AND NOTICES

Marquee signage and suite entry signage must be ordered through the property manager. A form to request your signage is included in the "Forms" section.

Signs or notices displayed in any public area of the building require prior approval from the property manager.

CUSTOMER CONSTRUCTION

BECO Management's construction team is available to perform construction, renovations or alterations anytime during the course of your lease. Customers wishing to utilize an outside contractor for any construction, renovations or alterations performed within their office space after initial lease improvements will first need to obtain prior written approval from the property manager and construction manager. It is helpful for both the customer and property manager to begin discussing any potential construction at the earliest possible stage.

Advance planning may avoid any concerns about:

- Protection of the building systems (air conditioning, heating, structural, etc.) during construction to ensure maximum comfort and safety for all building customers.
- Protection of the building appearance to the maximum extent possible during and after construction.
- Compliance with relevant building codes and insurance requirements.

WRITTEN APPROVAL PROCESS FOR OUTSIDE CONSTRUCTION

A written request for outside construction approval should include an architectural drawing or a detailed sketch of the proposed improvement. After the initial request, detailed construction drawings will need to be provided prior to final approval. A list of all contractors and sub-contractors for the proposed project must also be submitted for approval.

After a review of the construction drawings, the property manager will provide a written response either approving the project or detailing points of concern.

CUSTOMER RESPONSIBILITIES DURING OUTSIDE CONSTRUCTION

Once written approval is obtained, it is the customer's responsibility to ensure that all work is performed in compliance with the rules and regulations provided by the property manager. This includes but is not limited to the following:

- Providing copies of the contractor's certificates of insurance for the appropriate amount of general liability and workers' compensation coverage.
- Providing a copy of the building permit for the work being undertaken.
- Scheduling an initial meeting and periodic inspections between the contractor and the construction manager.
- Making appropriate arrangements in advance with the property manager for the admittance of workers and the delivery of materials.
- Ensuring that the contractor cleans the space during and after the construction period.
- Noise producing work shall be performed after hours.
- Obtaining prior written approval for any changes that depart from the original plans.
- Upon completion, providing the property manager with architectural, mechanical and electrical as-built drawings.

AMENITIES

No matter where you are in the area, enjoy the use of BECO's Living Rooms, Conference Centers, and Fitness Centers. Explore locations and amenities at beconet.com/anywhere.

IMPORTANT PHONE NUMBERS

EMERGENCY PHONE NUMBERS

EMERGENCY Fire – Rescue – Ambulance	911
Local Police, Non-Emergency	(410) 313-3200
Local Fire, Non-Emergency	(410) 313-4901
Clifton T. Perkins Hospital	(410) 724-3000
Poison Control	(800) 222-1222
Chemical & Oil Spills, National Terrorism Response Center	(800) 424-8802
Baltimore Gas & Electric Company	(800) 265-6177
Howard County Water & Sewer	(410) 313-2911
Verizon (Telephone & Data)	(800) 356-2355

DISCLAIMER

BECO has compiled the information in this Fire Safety Plan and Evacuation Procedures (the "Plan") to provide reference and resource information for its customers. The information contained in this plan has been gathered from, among other sources, the resources named in the Plan. Although the Plan may be updated from time to time by BECO, each customer is hereby advised to use its own best judgment and knowledge in the event of any of the emergency situations described in the Plan. The Plan is intended as a general guide only and should not be used as a definitive statement of the best course of action to take in the event of an emergency. Strict adherence to the steps enumerated in the Plan should not be construed as a guaranty of the best outcome in the event of an emergency.

PURPOSE OF THE FIRE SAFETY PLAN, EMERGENCY & EVACUATION PROCEDURES

The purpose of the fire safety plan, emergency and evacuation procedures are for the Dorsey Business Center III customers and their employees to apply the guidelines herein when fire or other life threatening emergencies exist. Preparation and training are an integral part of the building's emergency response plan.

Please read carefully so that you are made aware of the exact procedures for handling emergencies and evacuation of the building. The goal is to ensure the highest degree of safety to all concerned. Copies of this plan should be distributed to all occupants within a customer's suite so everyone will be familiar with the enclosed procedures.

In an emergency, limit your telephone use. It will be vital to keep lines of communication between building management, the authorities and customers open. Customer's cell telephone numbers should be provided as an additional communication resource. Also listen to your radio for instructions should telephones and power outages prevent traditional means of communication.

During fire drills, it is mandatory for all persons to completely evacuate the building.

EMERGENCY CALL SHEET

1. CALL 911

PROVIDE THE FOLLOWING INFORMATION:

A. NATURE OF THE EMERGENCY: FIRE, BOMB THREAT, MEDICAL, OTHER

B. YOUR NAME:

C. COMPLETE STREET ADDRESS OF LOCATION OF THE EMERGENCY: 6797 DORSEY ROAD

D. BUILDING NAME: DORSEY BUSINESS CENTER III

E. YOUR COMPANY NAME:

F. SUITE NUMBER AND FLOOR WHERE THE EMERGENCY IS LOCATED:

G. CLOSEST STREET INTERSECTION: DOUGLAS LEGUM DRIVE / DEERPATH ROAD

H. TELEPHONE NUMBER FOR CALL BACK:

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2. CALL BECO AT (301) 816-1500 OR (800) 967-BECO

PROVIDE THE ABOVE INFORMATION AND WHETHER 911 HAS BEEN NOTIFIED.

RECOMMENDED CUSTOMER EMERGENCY SUPPLY LIST

- ☐ Flashlights and batteries
- ☐ AM/FM-weather band battery operated radio and batteries
- ☐ First aid kit
- ☐ Large Ziplock bags
- ☐ Roster of all employees/occupants to include:
    - a. Name
    - b. Home address & telephone number
    - c. Cell telephone number
    - d. Vehicle make, model, year, color and tag number
    - e. Emergency contact name and telephone number
- ☐ Daily census/schedule
- ☐ Floor plan of suite identifying employee locations
- ☐ Suite access monitoring company information including access codes & combinations
- ☐ List of equipment in suite to include additional HVAC units & hazardous chemicals or materials
- ☐ Pre-established schedule of time and day for contact with corporate telephone tree

THE MOST EFFECTIVE METHOD OF HANDLING AN EMERGENCY IS TO PREVENT THE SITUATION FROM ARISING OR BY FOLLOWING SOUND SAFETY PROCEDURES.

FIRE/LIFE SAFETY PLAN

BECO maintains the building sprinkler systems. The system is inspected regularly and is monitored remotely 24-hours a day, seven days a week. Each suite is equipped with its own fire safety system. The repair, maintenance and monitoring of these systems is the responsibility of the customer.

FIRE EMERGENCY PROCEDURES

WHEN SMOKE OR FIRE IS DISCOVERED OR YOU HEAR THE ALARM

1. Remove everyone from the immediate danger area.
2. **Call 911 – Use the Emergency Call Sheet.**
3. If you can safely do so, call **BECO at (301) 816-1500 or (800) 967-BECO**. Do not stay at the telephone if you are in danger.
4. When the fire alarm is activated all customers and occupants are to evacuate the building.
5. Feel doors for heat before opening. Open doors cautiously.
6. Contain the fire if possible by closing doors and turning off electrical equipment.
7. If the fire is small and confined to one object, you may attempt control with the fire extinguisher. Do NOT attempt to fight the fire if you do not know how to use a fire extinguisher, it is not the type for the fire or you place yourself in danger.
8. Exit calmly. Do not panic.
9. Assemble at designated area upon exiting the building.
10. The fire department will give an "all clear" when it is safe to reenter the building.

FIRE PREVENTION TIPS

The most effective method of handling an emergency is to prevent the situation from arising or by following sound safety procedures. It is important for each customer and their occupants to regularly inspect their suite and work areas for potential fire hazards.

BELOW IS A SUGGESTED LIST OF SOME PRECAUTIONARY STEPS TO FOLLOW.

- The office wiring was designed for a specific electrical load. Overloaded electrical circuits or outlets cause overheating creating a fire hazard. Contact your property manager should your electrical needs not be adequate.
- Using extension cords in lieu of permanent wiring is not permitted.
- Keep emergency exits open and free of boxes or furniture.
- Keep sprinkler heads free. The National Fire Code indicates that nothing shall be within 18 inches of the ceiling. The heat from the fire must reach the head for it to release and extinguish the fire.
- Appliance connections and cords should be kept in good repair.
- Turn off kitchen appliances when unattended.
- Flammable materials are not permitted. However, if you have any materials necessary for the operation of an office, store with lids tightly closed in an approved metal or safety container.
- Law strictly prohibits smoking anywhere in the building.
- The use of space heaters is strictly prohibited.
- Know how to use a simple fire extinguisher.

Report any potential fire hazard to BECO immediately at (301) 816-1500 or (800) 967-BECO

EVACUATION PROCEDURES

Once a situation is identified, customers and occupants should evacuate the buildings whether it is due to a fire or other type of emergency.

1. Secure classified materials if the situation so allows.
2. Take only essentials such as coats, briefcases, purses and leave.
3. When evacuating, close all doors, walk, don't run, to the nearest exit. Remain calm.
4. Once outside, proceed to your organization's outside designated assembly area.
5. If you are away from your office or the building, do not return. Evacuate the building if inside and go to your designated assembly area.
6. Your organization's outside assembly location is where all personnel shall meet and be accounted for. This area is at least 300 feet away from the buildings and does not interfere with fire, police or other emergency personnel or equipment.
7. **Smoking during a drill or an evacuation is absolutely prohibited.**
8. Each visually impaired and physically disabled/non ambulatory person must be assigned an "aid" to assist them during an emergency. Each impaired person must complete the Impaired Employee form in the back of this plan and return it to BECO. Each person must be asked what is the best way to assist them during an emergency. It is important that the "aid" or "aids" remain with the person until the emergency is over.
9. Each customer has a Safety Monitor(s) that will assist with the safe and speedy evacuation of a building.
10. Assistant Safety Monitors will report to the Safety Monitor(s) and are appointed by them. They will:
    a. Search restrooms and offices for personnel.
    b. Order evacuation of personnel unaware of the emergency.
    c. Assist personnel who are impaired or injured if their "aids" are unavailable.
11. Suites are evacuated in the following order:
    a. All personnel, except those with evacuation responsibilities.
    b. Assistant Safety Monitors, after determining that no one is in the lavatories, storerooms, or other auxiliary rooms.
    c. Safety Monitor(s), after ascertaining that no one remains by checking with Assistant Safety Monitors and personally checking the general areas.
12. Upon receiving the "all clear" signal from the authorities in control, customers may reenter the building.
13. If customers are not permitted to reenter the buildings right away, BECO will notify the Safety Monitors. Each customer can make a decision as to what their employees are to do.

THE BUILDING EMERGENCY TEAM

The property manager is the acting Safety Director. As such, the Safety Director will coordinate and be the primary customer contact in emergency situations.

The building engineer will be the Assistant Safety Director. When the property manager is not on-site the engineer becomes the acting Safety Director.

All Building On-Site Personnel are members of the Emergency Team with specific roles to interface with the Safety Director, Assistant Safety Director and the authorities responding in the event of an emergency.

Each customer will be responsible for selecting and notifying BECO of the Safety Monitor(s) for each suite. The Safety Monitors become members of the Emergency Team.

BECO relies on the police, fire and emergency management authorities to advise of protective actions that will be taken during specific situations on or around the building premises.

If any customer or customers' employees have knowledge of or reason to believe there will be an incident involving the building or its customers, BECO should be contacted at (301) 816-1500 or (800) 967-BECO so that appropriate coordination with local authorities can be made.

DUTIES OF THE SAFETY DIRECTOR

1. Reviews and updates the fire safety, emergency & evacuation plan as necessary but at least once a year.
2. Distributes and reviews plan with customer representatives.
3. Meets with Customer Safety Monitor(s) and Assistant Safety Monitor(s).
4. Assumes control of the situation until emergency authorities arrive.
5. Takes position outside the building at the Incident Command Center.
6. Liaison to authorities responding to on-site situation.
7. Interacts with each Customer Safety Monitors on employee and impaired employee evacuation check.
8. Communicates periodically with Customer Safety Monitors regarding the status of situation.
9. Meets with Customer Safety Monitors after the situation to review the effectiveness of the plan.

DUTIES OF THE ASSISTANT SAFETY DIRECTOR

1. Acts as Safety Director in the absence of the property manager.
2. Be familiar with duties of the Safety Director.
3. Assists in shut down of building mechanical operations.
4. Assists emergency response personnel.
5. Assists in evacuation as needed.
6. Works in conjunction with the Safety Director.
7. Makes emergency repairs as appropriate.

DUTIES OF THE BUILDING ON-SITE PERSONNEL

1. Takes position in the main entrance lobby level to assist in evacuation.
2. Shuts down building non-emergency mechanical operations.
3. Assists emergency response personnel as needed.
4. Reports to Safety Director at the Incident Command Center for additional assignments.

DUTIES OF THE SAFETY MONITOR(S)

Each customer is responsible for appointing a Safety Monitor(s) and an Assistant Safety Monitor for each floor or department occupied by the customer. Each customer is also responsible for designating an assembly area 300 feet away from the building. This will be the location all employees should report to upon evacuation of the building.

The customer and each department(s) Monitor(s) shall submit a completed Safety Monitor Roster (See Safety Monitor Roster in Forms Section) and return it to BECO. The duties of the Safety Monitor(s) include familiarizing themselves with this manual and the following information.

SAFETY PLANNING RESPONSIBILITIES

1. Have an evacuation route planned for the office and individual areas. See that emergency exits are posted within the suite.
2. Identify individuals within their company who require special assistance in evacuation. Assign them an aid.
3. Identify areas within your office that may not be able to hear or see the fire alarm system.
4. Select a pre-arranged assembly site away from the building.
5. Maintain up-to-date organizational charts and current roster of all personnel to include home and cell telephone numbers.
6. Locate all building exits.
7. Know the location of fire extinguishers and how to use them.
8. Periodically inspect your area for safety.
9. Instruct Assistant Safety Monitors of their responsibilities during drills or actual evacuations.
10. Meet and communicate periodically with the Safety Monitor(s) of neighboring customers on your floor.

DURING AN ALERT

1. Implement the building fire safety plan & evacuation procedures.
2. Remove anyone in danger.
3. **Call 911.**
4. **Call BECO Management at (301) 816-1500 or (800) 967-BECO.**
5. Notify all employees and other occupants in the customer's suite of the situation.
6. Ensure the designated "aid" assigned to assist each impaired employee is available and escorting the employee to a designated safe area if not out of the building.
7. Secure special company records.
8. Direct the evacuation of their group via designated fire exits. If these egress routes are not accessible, know alternate routes and use them.
9. Check all offices, conference rooms, kitchen, restrooms, storage areas, etc. to assure complete evacuation. Coordinate this effort with your department Monitors.
10. Confine the fire by closing all doors in the office. (**Do Not Lock**)
11. Turn off lights as you inspect each area.
12. Unplug electrical equipment if possible.
13. Take flashlights, radio and first aid kit.
14. Direct fellow employees to your organization's designated assembly area.
15. Reassemble and account for all people. Determine missing persons.
16. Report to the Incident Command Center.
17. Notify BECO property manager/Safety Director and/or the fire department of handicapped people who need special assistance, any injuries, or any missing persons.
18. Await further instructions from the property manager/Safety Director.
19. Upon the "all clear" signal direct the employees to reenter the building.
20. Provide any follow-up information that may be necessary to BECO

BOMB THREATS

1. **The bomb threat is received:**
   a. Instruct all personnel, especially those answering the telephones, in what to do if a bomb threat call is received.
   b. Discretely attract the attention of a co-worker to listen in on the call.
   c. Get as much information as possible and complete the Bomb Threat Checklist in the Forms Section.
   d. Pay particular attention to background noises, such as motors running, music playing, and any other noise that may give a clue as to the location of the caller.
   e. Keep the caller on the line as long as possible. Ask him or her to repeat the message. Record every word spoken by the person.
   f. Remain calm to solicit additional information from the bomb threat caller.
   g. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.

2. **After the call:**
   a. Do not hang up until the caller hangs up.
   b. Hang up on the call.
   c. Pick up the phone and before you take another call, trace the previous one.
   d. Listen for dial tone then:
      i. Push *57 if you have a push button touch tone phone
      ii. Dial 1157 if you have a rotary phone.
      iii. Wait for the message telling you the call was traced.
      iv. The information will only be released to a law enforcement agency for investigative purposes.

3. **Call 911 and and BECO at (301) 816-1500 or (800) 967-BECO immediately.**

BOMB THREATS

4. **The bomb:**
   a. Assemble the Safety Monitors and Assistant Safety Monitors to conduct a quick visual search of their suites and common areas on the floor for a bomb.
   b. Bombs can look like anything and can be placed or delivered in any number of ways.
   c. When searching for a bomb, suspect anything that looks unusual.
   d. Never disturb a suspicious device.
   e. Do let trained bomb technicians determine what is or is not a bomb.
   f. In the event of a bomb threat, do not use radios or cell telephones in or near the building.
   g. Do not pull a fire pull lever to evacuate the building.

5. **Written bomb threat:**
   a. Do not ignore.
   b. Upon recognition as a bomb threat, avoid any further handling.
   c. Save all materials, including any envelope or container.
   d. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks.

6. **The Command Center:**
   a. The authorities will establish a Command Center in the vicinity of the building.
   b. The police department and/or fire department representatives and members of the building staff will inspect the building for areas where explosives are likely to be concealed.
   c. A bomb disposal unit will be dispatched if warranted.
   d. Communication will be established between the Command Center and customers.
   e. The customer will be responsible for reporting the results of their searches within their suites to the Command Center.
   f. If necessary, the customer, upon notification by authorities should evacuate their employees from the building and report to their designated assembly area.
   g. When authorities give the “all clear” signal customers may return to the building.
   h. The true decision to return will be made by each customer.

SHELTERING IN PLACE

The following information identifies basic actions to be implemented to enhance protection from airborne chemical, biological or radiological attacks. The purpose is to assist customers in preparation to "self-help" their employees and visitors in the event of an incident requiring everyone to remain in the building.

UPON NOTIFICATION OF AN ATTACK:

1. Relocate immediately to a predetermined interior location away from windows and exterior doors.
2. Seal area, doors, all vents and windows (if any) with plastic sheeting and duct tape.
3. The building engineer will turn off central system equipment immediately. If there are fan control adjustments on thermostats within your office space, turn them to the off setting.
4. If skin is exposed wash with soap and water.
5. Don't bring contaminated clothing into the shelter. Cut it off rather than pull over your head. Put clothes in a plastic bag outside.
6. Use chlorine bleach to disinfect glasses.
7. Stay in the shelter and listen to the radio.
8. Authorities will give instructions on whether to evacuate or stay put. Do not go outside to help someone until the authorities say it is safe. When the authorities say it is safe, carefully leave the shelter and the building.

The supply list below should be stored in the designated shelter location. Supplies should be adequate to last three (3) days -72 hours minimum.

- ☐ Water – 1 gallon per person/per day
- ☐ Food – Non-perishable
- ☐ Non-electric can opener
- ☐ Coarse soap
- ☐ First Aid Kit
- ☐ Blankets
- ☐ Chlorine Bleach
- ☐ Disinfectant
- ☐ Battery Powered Radio + Extra Batteries
- ☐ Flashlight + Extra Batteries
- ☐ Plastic Sheeting – Precut to size for doors and vents
- ☐ Duct Tape
- ☐ Bucket with Lid

BIOLOGICAL AGENTS (I.E. ANTHRAX, RICIN)

1. **Identification of suspicious envelopes or packages**

   The US Post Office has identified characteristics of suspicious mail; they include:

   a. Any envelope or package with suspicious or threatening messages on it
   b. Any envelope or package with stains, oily marks, or powder
   c. Unexpected envelopes or packages from foreign countries
   d. Any packages or envelopes emitting odors
   e. Envelopes or packages with no return address
   f. Envelopes or packages that show a city or state in postmark that does not match return address.
   g. Misspelling of common words on envelopes or packages
   h. Uneven, lose or powdery contents in envelopes or packages
   i. Envelopes or packages that are excessively sealed with tape
   j. Envelopes or packages that are excessively heavy for their size
   k. Personally addressed envelopes or packages with childish writing and bad capitalization

2. **Handling unopened suspicious mail**

   a. Do not sniff envelopes or packages
   b. Do not shake envelopes or packages
   c. Place unopened suspicious mail in a closeable plastic bag, such as Zip-Loc, then seal bag. Carefully place plastic bag in empty bin, box or trash container Post "Do Not Touch" sign on container holding plastic bag
   d. Wash your hands with copious amounts of soap and water
   e. Call 911 immediately
   f. Call BECO at (301) 816-1500 or (800) 967-BECO.
   g. Record names and contact numbers of everyone present in the area where the package or envelope was first identified as suspicious and everyone who possibly handled the suspicious package or envelope.
   h. Give this list of names and their contact information to the police and property manager

CONTINUED ON FOLLOWING PAGE

3. **If, when opening mail, powder spills out or odors emitted**

   a. DO NOT TRY AND CLEAN UP POWDER

   b. DO NOT CALL OTHERS TO VIEW SPILLED MATERIALS

   c. DO NOT INHALE OVER OR NEAR THE OPEN MAIL

   d. Carefully place the package or envelope on table where opened.

   e. Carefully cover the spilled contents and the source envelope or package (use anything available, newspapers, clothing, inverted trash can etc. and remember location and nature of covering).

   f. Advise anyone in room or area to quietly leave area and close door. These individuals should be directed to go to another room and wait until their contact information can be obtained or they are given further instructions.

   g. Immediately wash hands with copious amounts of soap and water.

   h. Call 911

   i. Call BECO at (301) 816-1500 or (800) 967-BECO.

   j. If traces of powder fell on clothing, do not brush off, carefully remove clothing item and place on floor, cover discarded clothing with plastic sheets, cloth or newspapers and walk out of room.

   k. Wash thoroughly with soap and water and then notify authorities. Note, soap and water is every bit as efficient, and is a lot safer than spraying yourself with disinfectants.

   l. List people in area and record contact numbers; give this information to the police and property manager.

   m. Customer should shut down air handling units serving affected areas, until cleared by authorities.

   n. Doors in the immediate area should be shut and labeled “Do Not Open”

4. **Suspected contamination by an aerosol**

   This situation could result from any small device that is triggered on opening a parcel or letter; or, may be considered feasible if there are warnings that the air-handling system has been contaminated; or, any warning that a biological agent has been released into a public space.

   a. Advise all present to leave the area immediately and proceed to another designated room in order to get their contact information and wait for instructions from authorities.

   b. Close all doors to the area.

   c. Call 911 immediately.

   d. Call BECO at (301) 816-1500 or (800) 967-BECO.

   e. List names of all people who were in area and collect contact numbers.

   f. Deliver these lists to the authorities and property manager.

NATURAL DISASTERS

POWER OUTAGES

1. Emergency lighting is specific to each suite. Maintenance of emergency exit lighting is the customer's responsibility.
2. During a power failure, whether total shut down, partial or just dimming, immediately turn off all nonessential motor driven devices to prevent unnecessary damage.
3. **Notify BECO at (301) 816-1500 or (800) 967-BECO.**
4. Open blinds to let outside light in.
5. Private telephone systems may be inoperable during a loss of power. Check with your vendor concerning emergency power back-up.
6. If instructed to evacuate, lock all areas.

BECO does not evacuate a building unless a power failure is life threatening or appears to be extended. The property manager will update customers periodically until power is fully restored.

FLOODING

1. The most important consideration is to eliminate all sources of electricity from the flooded area, if possible.
2. Unplug or switch off all electrical equipment accessible away from the water.
3. Move all documents, valuables and portable equipment from the premises or to a safe area, if possible.
4. Consider moving furniture if practical.
5. Evacuate the immediate area.
6. **Notify BECO at (301) 816-1500 or (800) 967-BECO immediately if water overflows or a water pipe ruptures.**
7. Contact the appropriate agencies to turn off the water supply and shut down the electrical power as required.
8. Tune into the emergency broadcast station to determine extent of danger.
9. If evacuation is necessary, follow instructions to safely exit the building.

HURRICANES

1. Close and lock all doors and windows.
2. Customers should store all small office equipment and loose papers in locked cabinets in the interior of the suite if possible.
3. Unplug all computers, remove them from locations near windows, and cover computers with plastic.
4. Tune into a radio station for information.
5. Evacuate if instructed.

TORNADOES

1. In the event of a Tornado Watch, customers should store all small office equipment and loose papers in locked cabinets in the interior of the suite if possible.
2. **Tornado Warning means imminent danger.**
3. Stay away from windows, doors, and outside walls.
4. Leave office and go to interior small rooms or corridors on as low a floor as possible.
5. Tune into a radio station for information.
6. Evacuate if instructed.

EARTHQUAKES

1. Crouch under desk or table on an interior wall.
2. Tuck your head to your knees and cover head and neck with your arms if you cannot reach a sheltered area.
3. Stay away from masonry walls or large glass areas susceptible to collapse.
4. Beware leaving the building, as there may be falling debris, broken glass, collapsing walls or overhead power lines.
5. **If fire develops, report it to 911 and BECO at (301) 816-1500 or (800) 967-BECO.**
6. Follow fire drill procedures.
7. Direct first aid personnel to injured persons.
8. Follow Medical Emergency procedures.
9. Assist in directing evacuation of building after shaking has stopped.
10. Help avoid confusion and panic.
11. **USE ONLY STAIRWELLS. Elevator must not be used.**
12. Evaluate injuries or property damage. Report them to Safety Director/property manager at the Incident Command Center.

MEDICAL EMERGENCIES

1. In the event of a serious injury, accident or illness in your suite, lie the person down, keep them comfortable and still. Do not try to move the victim.
2. **Call 911.**
3. **Notify BECO at (301) 816-1500 or (800) 967-BECO.**
4. Send someone to meet the emergency medical team either in the lobby or at the elevator on your floor.

RIOT/CIVIL DISTURBANCE SITUATION

1. **Call the police department at 911.**
2. **Notify BECO at (301) 816-1500 or (800) 967-BECO.**
3. Determine if any action is necessary to ensure the safety of employees or property.
4. Close all blinds and drapes.
5. Act as fire guards and watch for any signs of fire.
6. Ensure that everyone stays away from windows.
7. Customers and occupants on the first floor may be advised to proceed to an upper floor for safety.
8. Customers and occupants should not attempt to leave the building until advised that conditions have returned to normal.
9. Building management will notify customers in the event of an early closing of the building.

WORKPLACE VIOLENCE/ HOSTAGE SITUATIONS

1. Limit access within suite area.
2. Be alert to suspicious persons or unusual behavior by customer employees or occupants.
3. **Call 911 - Communicate the actual situation immediately and clearly.**
4. **Call BECO at (301) 816-1500 or (800) 967-BECO if safe to do so.**
5. Keep low to the floor and a low profile – no heroics.
6. Do not aggravate the individual or the situation.
7. Be calm, professional and do not panic or cry.
8. In the resolution, be very still and be prepared to be treated as the "threat" or hostage taker until the S.W.A.T. team establishes your identity.

PERSONAL SAFETY PRECAUTIONS

- Never leave your reception area unattended. Do not allow visitors or delivery men/women to pass beyond the reception area unless the receptionist is aware of the nature of their business.
- Never leave an unattended office unlocked, even for a short time.
- Keep all valuable personal items such as keys, wallets, or purses with you, and never leave them in plain sight.
- If you must store personal valuable items or cash, do so only in a drawer or cabinet that locks.
- Do not keep petty cash or stamps in an unlocked drawer.
- Do not carry large sums of money. Do not leave your wallet in a jacket (or your purse) hung over your chair or behind your door.
- If you are responsible for making deposits, vary your procedure. Carry deposits where they cannot be seen, not in purses, briefcase or moneybags.
- Beware of repairmen attempting to pick up office equipment for repair. Question the person, obtain identification and check with his office for verification.
- When working during non-business hours, keep all exterior doors locked. If you have an alarm system, keep it activated if possible.
- Always lock your door and secure your suite alarm system from inside when working late or early. If you are working alone, turn on lights in other areas and leave a radio playing in another room.
- Never leave a combination safe on a day-lock position. Always spin the dial when locking the safe.
- Be alert to persons who enter an office under the pretext of seeking employment. Keep them in your sight at all times and ask them to begin filling out an application while you phone your firm's personnel manager.
- Immediately report all suspicious persons, peddlers, or person purporting to be canvassing to management personnel or call the police at 911. Do not attempt to apprehend or detain these persons.
- Ask to see the I.D. cards of any person claiming to represent the company that provides access control services to the building or to your suite. BECO contractors are required to wear a visible photo ID card.
- Always secure your automobile by locking all windows and doors. Do not leave valuables in the car. Park near a light if you are working late.

CONTINUED ON FOLLOWING PAGE

- Have your car keys in hand when leaving the office so you may enter your vehicle quickly. Be sure to lock your doors once inside. Stay clear of alleys, alcoves and other parked vehicles when walking to your car.
- Look under your car as you approach and check the back seats before entering.
- Quietly leave if an unauthorized person surprises you in your suite. Call the police.
- Ask unknown persons attempting to follow you into the building during security hours to use his/her card in the reader or instruct them to use phone for assistance.
- Do not enter an elevator if a suspicious looking person occupies it. Simply walk away.
- Inspect the locking hardware on your suite doors. Notify BECO if repair or replacement is necessary.
- Request that BECO change door locks and security system key cylinders if keys cannot be accounted for.
- Do not keep your valuable or movable belongings near door or windows.
- Record serial numbers of merchandise and belongings and engrave your firm's tax identification numbers on valuables. This will help speed their identification upon recovery and ensure their return to you. Photograph items that cannot be engraved.
- Control the issuance of security cards and keys. Update your card access list.
- Report all lost access cards and keys to the access control company or your property manager immediately so that unauthorized persons cannot use them to gain entry.
- Secure your suite alarm system at the end of the day.

MEDIA

It is of paramount importance that each customer designates a company spokesperson in the event of an emergency or disaster. Depending on the magnitude of the disaster, BECO may designate a company spokesperson to handle the media.

The media will be on the scene within moments of the event. There will be reporters with cameras and microphones talking to anyone on location at the time of the incident. Therefore, any and all inquiries for updates, interviews, etc. should be referred to the appropriate authorities (police or fire) first, then to a company representative.

The goal is to furnish the news media with accurate information without jeopardizing the situation through misinformation or hamper efforts by officials to investigate the situation. It is important to remain composed and professional.

BUILDING INFORMATION SHEET

Building Name:

Dorsey Business Center III

Address:

6797 Dorsey Road
Elkridge, Maryland 21075

BECO Management:

(301) 816-1500 or
(800) 967-BECO

Year Building Completed:

1985

Type of Construction:

Steel Frame
Cinder Block with Brick

Number of Floors:

2

Surface Parking:

195 Spaces

Gross Square Foot Floor Area:

54,381 Square Feet

Automatic Sprinkler System:

Throughout the building suites.

Sprinkler Control Room:

West side of building behind electrical transformer through door to the right of the gas main for the building.

Sprinkler System Monitored:

Central Monitoring Station

Power Generators:

None supplied by BECO.

Main Auxiliary Water Valves:

East side of building through exterior door.

Main Auxiliary Gas Valves:

None - Building all electric.

Main Electrical Cut-Off Switch Location:

East side of building through exterior door.

BUILDING FLOORPLANS

Floorplans coming soon!

RESOURCES

1. **BOMA International Emergency Resource Center**, Building Owners & Managers Association International (BOMA), Washington, DC, **www.boma.org**

2. **Before Disaster Strikes: Developing an Emergency Procedures Manual, Institute of Real Estate Management** (IREM) Chicago, IL; **www.irem.org**

3. **Emergency Management Guide For Business and Industry, Federal Emergency Management Agency,** **www.fema.gov**

4. **Montgomery County Fire & Rescue Services,** 101 Monroe Street, Rockville, MD 20850

5. **Healthy Buildings International, Inc.** 9401 Mathy Drive, Montgomery, VA 22031-5311, **www.hbiamerica.com**

6. **The Connie Patterson Company, LLC,** 2316 Pondside Terrace, Silver Spring, MD 20906, **conpatco@aol.com**

Forms should be completed and submitted electronically. A hard copy of each form has been provided for reference or should you not have access to the web. Forms A and B should be completed immediately and returned to your property manager.

FORMS

A. IMPAIRED EMPLOYEE LIST
Form to be filled out if there are any disabled employees in your company.

B. SAFETY MONITOR ROSTER
Assign safety monitors for emergency procedures.

C. BOMB THREAT CHECKLIST
Form to be filled out after a bomb threat.

D. EVACUATION DRILL REVIEW
Help us improve our evacuation plan using this form.

E. CUSTOMER INFORMATION FORM
Form to update contact information.

F. ELEVATOR RESERVATION REQUEST
Form to schedule a move or large delivery.

G. NOTIFICATIONS SIGNUP FORM
Subscribe your employees to receive emergency email notifications.

H. SHORT TERM PARKING REQUEST FORM
Form to be used when leaving a vehicle in the building parking lot for more than one night.

I. ACCESS CARD ADMINISTRATION
Form for new access cards and updating/deleting cards.

J. CUSTOMER SIGNAGE FORM
Form to be used when requesting building signage

A. IMPAIRED EMPLOYEE LIST

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

EMPLOYEE INFORMATION

NAME: _____

OFFICE PHONE: _____

MOBILE PHONE: _____

NATURE OF IMPAIRMENT: _____

HOW BEST CAN YOU BE ASSISTED IN AN EVACUATION?

_____

_____

_____

IN CASE OF AN EMERGENCY

AID (BUDDY): _____

MOBILE PHONE: _____

BACK-UP (BUDDY): _____

MOBILE PHONE: _____

B. SAFETY MONITOR ROSTER

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

SAFETY MONITOR(S)

1. MONITOR: _____

OFFICE PHONE: _____ MOBILE:

2. MONITOR: _____

OFFICE PHONE: _____ MOBILE: _____

ASSISTANT MONITOR(S)

1. ASST. MONITOR: _____

OFFICE PHONE: _____ MOBILE: _____

2. ASST. MONITOR: _____

OFFICE PHONE: _____ MOBILE: _____

FOR EMERGENCY PURPOSES ONLY

WITH VOICE MAIL AND/OR ANSWERING MACHINES IN MANY OFFICES, IF THERE IS A WAY TO BYPASS THE MACHINES PLEASE INDICATE BELOW.

_____

_____

C. BOMB THREAT CHECKLIST

REPORT BOMB THREAT CALL IMMEDIATELY TO:
911 AND BECO SECURITY AT (301) 364-5300

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____ COMPANY PHONE: _____

NOTE EXACT TIME OF CALL: _____

NOTE EXACT WORDS OF CALLER: _____

QUESTIONS TO ASK

1. WHEN IS THE BOMB GOING TO EXPLODE? _____
2. WHERE IS THE BOMB? _____
3. WHAT DOES IT LOOKS LIKE? _____
4. WHAT KIND OF BOMB IS IT? _____
5. WHAT WILL CAUSE IT TO EXPLODE? _____
6. DID YOU PLACE THE BOMB? _____
7. WHY? _____
8. WHERE ARE YOU CALLING FROM? _____
9. WHAT IS YOUR NAME? _____
10. WHAT IS YOUR ADDRESS? _____

CALLER'S VOICE (CHECK ALL THAT APPLIES):

☐ Angry	☐ Man	☐ Stressed	☐ Deep	☐ Stutter	☐ Broken
☐ Sincere	☐ Woman	☐ Calm	☐ Squeaky	☐ Slurred	☐ Lisp
☐ Giggling	☐ Young	☐ Rapid	☐ Normal	☐ Nasal	☐ Crying
☐ Excited	☐ Old	☐ Slow	☐ Disguised	☐ Loud	☐ Accent

WAS THE VOICE FAMILIAR? IF SO, WHOM DID IT SOUND LIKE? _____

WERE THERE ANY BACKGROUND NOISES? _____

REMARKS: _____

PHONE NUMBER CALL RECEIVED AT: _____

Proceed to complete and deliver this checklist to BECO Security and/or authorities as soon as possible.

D. EVACUATION DRILL REVIEW

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION TO ASSESS THE EFFECTIVENESS OF THE RECENT EVACUATION:

DATE OF EVACUATION: _____

TELEPHONE NUMBER: _____

DID YOU HEAR THE ALARM BELLS IN YOUR AREA? YES ☐ NO ☐ IF NO, GIVE LOCATION.

_____

DID YOU UNDERSTAND THAT ALL OCCUPANTS WERE TO EVACUATE? YES ☐ NO ☐

_____

DID YOU EXPERIENCE OR WITNESS, ANY PROBLEMS DURING THE EVACUATION? YES ☐ NO ☐
IF YES, EXPLAIN.

_____

YOUR FEEDBACK IS IMPORTANT AND WE APPRECIATE ANY SUGGESTIONS YOU MAY HAVE FOR IMPROVING THE EVACUATION PLAN.

_____

_____

_____

E. CUSTOMER INFORMATION

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____ SUITE & FLOOR NUMBER: _____

COMPANY WEBSITE: _____

COMPANY PHONE: _____ COMPANY FAX: _____

PRESIDENT/CEO INFORMATION

NAME	OFFICE PHONE	EMAIL

BILLING CONTACT (PRIMARY BILLING CONTACT RESPONSIBLE FOR PAYING RENT CHARGES)

NAME	OFFICE PHONE	EMAIL

ADMINISTRATIVE CONTACTS (PRIMARY ADMINISTRATIVE CONTACTS FOR BECO FROM YOUR OFFICE)

NAME	OFFICE PHONE	EMAIL
NAME	OFFICE PHONE	EMAIL

EMERGENCY CONTACTS (AFTER HOUR CONTACTS FOR BECO FROM YOUR OFFICE)

NAME	HOME PHONE	MOBILE PHONE
NAME	HOME PHONE	MOBILE PHONE

OFFICE INFORMATION

COMPANY DESCRIPTION: _____

NUMBER OF EMPLOYEES AT THIS LOCATION: _____ OFFICE HOURS: M-F ☐ SAT ☐ SUN ☐

DOES YOUR OFFICE HAVE ALTERNATE LOCATIONS: Y ☐ N ☐

IF YES , WHERE? _____

OFFICE HOLIDAYS:
(PLEASE CHECK ALL THAT APPLY)

New Year's Day ☐	MLK Jr. Day ☐	President's Day ☐	Memorial Day ☐
July 4th ☐	Labor Day ☐	Columbus Day ☐	Veteran's Day ☐
Thanksgiving ☐	Thanksgiving (Friday after) ☐	Christmas Eve ☐	Christmas Day ☐

OTHER: _____

F. ELEVATOR RESERVATION REQUEST

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

OFFICE EMAIL: _____

MOVING INFORMATION

DATE OF MOVE: _____

TYPE OF MOVE: MOVE IN ☐ MOVE OUT ☐ DELIVERY ☐

ESTIMATE TIME OF MOVE: FROM _____ TO _____

CONTACT NAME: _____

CONTACT MOBILE PHONE: _____

CONTACT EMAIL: _____

NAME OF MOVER/DELIVERY COMPANY: _____

MOVER/DELIVERY COMPANY PHONE: _____

DELIVERY CONTACT PERSON: _____

DELIVERY CONTACT PHONE: _____

PLEASE SCHEDULE ALL DELIVERY RESERVATIONS AT LEAST 24 HOURS IN ADVANCE AND MOVE-IN RESERVATIONS AT LEAST ONE WEEK IN ADVANCE, BY COMPLETING THIS FORM. CERTIFICATES OF INSURANCE MUST BE SENT TO THE PROPERTY MANAGER PRIOR TO MOVE-IN/DELIVERY, AND MOVING RULES AND REGULATIONS MUST BE COMPLIED WITH.

G. NOTIFICATIONS SIGNUP FORM

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

EMPLOYEE INFORMATION

NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL
NAME	MOBILE PHONE	EMAIL

H. SHORT TERM PARKING REQUEST FORM

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

PERSONAL INFORMATION

NAME: _____

MOBILE PHONE: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

WHO SHOULD BE CONTACTED IN CASE OF EMERGENCY OR IF VEHICLE NEEDS TO BE REMOVED?

NAME: _____

MOBILE PHONE: _____

VEHICLE INFORMATION

YEAR: _____

MAKE: _____

MODEL: _____

COLOR: _____

LICENSE PLATE NUMBER: _____

STATE: _____

DATES LEAVING VEHICLE

FROM: _____

TO: _____

I. ACCESS CARD ADMINISTRATION

COMPANY INFORMATION

REQUESTED BY: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____

OFFICE EMAIL: _____

CARD/KEY INFORMATION

CARD/KEY NUMBER	NAME	EMAIL	
			☐ Add ☐ Update ☐ Revoke
			☐ Add ☐ Update ☐ Revoke
			☐ Add ☐ Update ☐ Revoke
			☐ Add ☐ Update ☐ Revoke
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			☐ Add ☐ Update ☐ Revoke

J. CUSTOMER SIGNAGE FORM

COMPANY INFORMATION

NAME: _____ DATE: _____

COMPANY: _____

COMPANY ADDRESS: _____

SUITE & FLOOR NUMBER: _____

COMPANY PHONE: _____ COMPANY FAX: _____

OFFICE EMAIL: _____

COMPANY WEBSITE: _____

LOBBY DIRECTORY LISTINGS

COMPANY NAME: _____ SUITE NUMBER: _____

INDIVIDUAL LISTINGS: (IF APPLICABLE)

_____	_____	_____	_____
FIRST NAME	MI	LAST NAME	SUITE #

IF YOU REQUIRE ADDITIONAL LISTINGS SHOWING ANY PREFERRED INDENTATIONS, PLEASE LIST THEM HERE: (BECO MANAGEMENT RESERVES THE RIGHT TO LIMIT THE NUMBER OF INDIVIDUAL LISTINGS):

_____

_____

DOOR SIGNAGE

COMPANY NAME: _____ SUITE NUMBER: _____

OTHER: _____

If you would like to include artwork, please submit the artwork as an .AI or .EPS fi le (vector line art format) to pmassist@beconet.com. There is no cost for building standard door signage at initial move-in for prime lease tenants. Changes at a later date will generate a fee. Prime tenants may purchase signage for subtenants, or subtenant may purchase signage directly from BECO.

NON-STANDARD BUILDING SIGNAGE

If you would like to request non-standard building signage, please specify your request below:
Non-standard signage is at the tenant's cost, subject to the terms and conditions of the lease.

_____

_____