

# Building Security

## Overview

The safety and security of the tenants of the First National Bank Building is our highest priority.

First National Bank Building contracts with a security service provider employing fifteen security personnel. Security personnel are here to serve you around the clock, twenty-four hours a day seven days a week.

### Security Training and Fire Drills

Our security department maintains a solid safety and security awareness program. These programs involve training in the areas of life safety through the Emergency Action Plan and the Security Awareness Program. The Emergency Action Plan focuses on fire training, fire drills, medical emergencies, etc. The Security Awareness Program utilizes professionals in law enforcement and community service to inform you of safety measures for the business.

## After Hours Emergency Telephone Numbers

In case of any emergency such as theft, fire, or other incident after business hours, we will notify one of the designated emergency contacts from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

Tenant Emergency Contact Sheet –located in FORMS Link

## Building Access

### Building Hours

Monday through Friday	8:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 1:00 p.m.
Sunday & Building Holidays	Closed

### After-Hours Access

Access to the building after normal business hours (as noted above) is controlled and limited to the doors located on 5th and Minnesota Street corner. A security officer is located on the skyway 24 hours a day. Tenants and visitors who desire access to the building must sign-in and out after business hours as they enter and leave the building. The same applies for those who depart the building during these hours.

### Skyway Hours

Monday through Friday	6:00 a.m. to 2:00 a.m.
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### Elevators:

Skyway elevators must be used during secured hours to reach all floors.

Entrance/Exits – 5th Street:

The 5th Street doors will be electronically unlocked by Security from the skyway level, after communication via intercom.

#### Parking Garage:

At the parking garage, use your ramp card or pull an hourly parking ticket to open gate. Upon exiting the ramp, use contract card or the paid ticket from the skyway pay station or use an approved credit card at the exit gate.

Ground level elevator access to parking ramp is available in the auto bank area 6:00 a.m. to 6:00 p.m. Monday through Friday.

### **Deliveries**

#### Sign-In/Out Desk

A sign-in/out desk is located at the skyway entrance during non-business hours. All persons who enter or leave during non-business hours must sign the register. Please advise all your employees of this mandatory policy.

#### Drop-Off & Pick-Up Arrangements

All deliveries must be made at the building loading dock located on Robert Street or the commercial loading zone on Minnesota Street.

#### Dock & Freight Elevator Use

Deliveries requiring extended use of either the dock or freight elevators must be scheduled in advance with the management office at (651) 225-3666. Building personnel must be present during such time. A minimum of 24 hours notice and preferably 48 hours notice is needed on all extended deliveries.

In addition, tenant's trucking companies should be informed that they need to schedule any delivery into the loading dock of the building. This will expedite the shipment and allows more efficient use of the loading dock.

#### Dock Parking

Only vehicles under 12' 6" in height and under 35' in length may enter at the dock. No small vehicles or courier cars are allowed to park at the dock. Acceptable vehicles may only park at the dock for a maximum of one (1) hour. Truck deliveries which will block access to the inside dock should be scheduled in advance to avoid congestion. Large deliveries, which require more than twenty (20) minutes, need to be scheduled for loading dock use after regular business hours by calling the Tenant Services Coordinator at (651) 225-3666. No eighteen-wheeled vehicles are allowed in the dock area. Contractors may not park any vehicles or trash containers on the dock during the day.

### **Incident Reporting**

To provide an accurate record of every incident, the First National Bank Building Security staff is required to write an incident report for any accident, theft, or other incident occurring on the property. We would appreciate your cooperation in answering any questions the investigating security staff officer may have.

## **Key and Lock Policy**

All locks at the First National Bank Building are keyed to a Building Master Key system. This key system is necessary so that members of the building staff have access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts be added to any door within your suite without coordinating this request with the management office. We employ and staff a locksmith at the First National Bank Building who is available to meet with you to discuss your needs. Our locksmith, at modest rates can handle any re-keying or special area keying. In any case, if additional lock work for your suite is necessary, prior written consent must be obtained from the management office. All simplex locks and keypad systems must have key override capabilities, compatible with the master key system.

## **Lost and Found**

Please contact the Skyway Security Desk at (651) 225-3655 to claim items that have been lost or found in the buildings. DEED employees should call DEED receptionist.

## **Solicitation**

The First National Bank Building does not permit solicitation. If a solicitor confronts you or an employee, please contact security immediately. Solicitors will be escorted from the property.

## **Tenant Precautions**

While Nightingale Realty implements measures to maximize personal safety of First National Bank Building tenants, individuals must remember that they, too, must take an active role to protect themselves. We want to offer a few recommendations:

- During the business day, do not leave purses, wallets, or loose change unattended.
- At the end of the business day, make sure all entrances and exits to your suite are locked. In addition, enforce a company policy stating the last person to leave for the day locks all the doors.
- Lock desks at night and over the weekend.
- Don't leave the office unattended during your regular business hours. Always have a company representative at the reception desk. If the entire office leaves for a function, lock the doors on your way out.
- Lock-up all laptop computers.
- Notice someone suspicious? Call building security and someone will be dispatched to the scene.
- Request an escort if you are walking to your car after-hours.
- Do not walk too close to parked vehicles. Stay clear and walk "out in the open."
- If you drive to work, lock your car and conceal all valuables.
- Request identification from repairmen and vendors.
- If threatened, call 911. Be sure to give the dispatcher your exact location, including building (North, East or West), company name and suite number.

## **Theft**

Any suspected theft, no matter how small, should be reported to the security department at (651) 225-3655 immediately. The St. Paul Police should also be notified immediately by calling them and filing a report. Police need to be kept informed of any thefts in the building to effectively complete the investigation.