



TETRAD

PROPERTY GROUP

**OLSSON ASSOCIATES HEADQUARTERS BUILDING
TENANT INFORMATION**

WELCOME TO OLSSON ASSOCIATES HEADQUARTERS



INTRODUCTION

The tenant information provided in this handbook is meant to give you a better understanding of Olsson Associates Headquarters and facilitate your company's operations. There is a great deal of information contained in this handbook. Take the time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Property Manager is available to help in any way possible.

Your first call for any problem or question should be directed to the:

Development & Property Management Company

Tetrad Property Group
2021 Transformation Dr, Suite 1100
Lincoln, NE 68508
402-434-9440

Property Manager

Wilma Hanson-McCoy
whansonmccoy@tetradpropertygroup.com

Assistant Property Manager

Brandi Rolfe
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Chief Engineer

Lance Miller
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Facilities Technician

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Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Property Manager will promptly notify you of any such changes. Please feel free to contact the Property Manager with any questions you may have. We are here to serve you.

BUILDING OPERATIONS

Building Holidays:

Listed below are the holidays observed each year that will assist you planning your operations during the year. Certain services are not provided on weekends and the holidays listed below.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

BUILDING ACCESS

Tenant Access:

Olsson Associates Headquarters has controlled access to the premises via security keycards/Identification Badges issued to each tenant. Tenants must use their identification badges on the electronic card reader on the building entry and elevator panel to access tenant floors on weekends, legal holidays or weekdays between 6:00 p.m. and 7:00 a.m. Visitors are not allowed after-hours access unless accompanied by an authorized tenant. Although building personnel conduct routine patrols of the common areas at regular intervals, security of a tenant's space is the responsibility of the tenant. Standard precautions should be adopted.

Vendor Access:

If your vendors need access on an "as-needed" basis, please have them check in at the Property Management office to be issued a temporary "Vendor" badge. A list of regular vendors can be provided to the Property Management office.

GENERAL OFFICE SECURITY

Tetrad Property Group takes many precautions to protect Tenant belongings. The following tips can help reduce thefts, especially if these tips are reproduced and posted in the Tenant's office.

- Lock all doors when the office is unattended or when practical control of entrance and exit areas is not possible. In the event of emergency evacuation, be sure to lock entry doors to the Premises if time permits. However, if there is a fire on your floor, you should consider leaving your door closed but unlocked so that access to the area of the fire can be facilitated.
- Hang coats and jackets away from the entrance to the office, where they can't be easily stolen while you are busy.
- Keep valuables out of site and under lock and key. A minimum amount of cash should be kept in the office. Both petty cash and stamps should be locked in the office safe.
- Keep purses and gift packages out of sight and locked inside a cabinet or desk if possible. Purses should not be left on or under desks.
- Lock desks when not seated at them.
- Be wary of solicitors and peddlers. Challenge any unknown person in your suite or corridor. A simple "May I help you?" may prevent many potential problems. An old trick is to engage you in conversation while secretly making a survey of your office setup for later use. Solicitation by third party, non-tenants is NOT permitted in the Building. If solicitors enter your suite, please inform them of this policy. Please call the Property Manager and report solicitors immediately.
- Keep fire exit stairwell doors closed at all times. In addition to closed stairwells being an integral part of our fire life safety system, they are also a vital part of the Building's security system.
- Do not let anyone else follow you into the building or your suite. Should suspicious or undesirable persons be seen loitering in or around the building, please report them to the Property Manager.

TENANT SERVICE REQUESTS

In order to facilitate communications, we ask that you appoint one or two tenant service representatives (and an alternate), who are authorized to incur expenses for your company. Only your "Authorized Tenant Representative" or those designated can make requests for repairs or services. If there is a maintenance or janitorial request that needs immediate attention, please call the Property Management office. Do not make requests with janitorial or maintenance staff directly. You will need to provide the type of service requested, a description of the service needed, the exact location and a contact person. The Property Manager will dispatch the service request to the appropriate staff. Response times will vary according to the number and complexity of service requests received. We will inform you as soon as possible of any delays in responding to your request.

The following items are considered services not covered under the lease, but commonly serviced by staff or vendors for an additional charge:

- Light bulb replacement
- Re-keying of tenant doors, locks and additional keys
- Hanging pictures, bulletin boards, etc. in tenant space
- Emergency clean-up of spills/accidents
- Unclogging/repair of kitchen sinks and disposals
- Installation or changing of water filters
- Removal/disposal of excessive trash
- Extra painting, touch-ups or carpentry work
- Paper towels for kitchens

Please note, for liability and safety reasons, we are unable to lend out any building equipment. Billable charges will appear on your company's monthly invoice. Our experienced tradesmen will help to efficiently service your facility needs – everything from changing a light bulb to repainting your suite. Do not hesitate to use us for your service needs.

COMPANY CONTACT FORM



Please submit to the Property Management Office

Please assign a Main Contact to be the preferred liaison between your office and the Property Manager. This person will have the following authority:

- Order lock changes and additional keys for your space.
- Order services for billable operations time (i.e. minor work repairs).
- Change, add and delete names of additional authorized personnel.

GENERAL INFORMATION

Name of Business _____

Building Address _____

Suite # _____

NUMBER OF EMPLOYEES

Full Time _____

Part Time _____

MAILING ADDRESS

Street _____

P.O. Box _____

City _____

State _____

Zip Code _____

Website _____

POINT OF CONTACT

Employee Name _____

Employee Phone _____

Employee Email _____

TENANT CONTACT FORM



Tenant Name: _____

Contact 1

Contact Type: Main Emergency Accounting/Billing
Title: _____ Work Phone: _____
First Name: _____ Email: _____
Last Name: _____ Home Phone: _____
Alternate Email: _____ Cell Phone: _____

Contact 2

Contact Type: Main Emergency Accounting/Billing
Title: _____ Work Phone: _____
First Name: _____ Email: _____
Last Name: _____ Home Phone: _____
Alternate Email: _____ Cell Phone: _____

Contact 3

Contact Type: Main Emergency Accounting/Billing
Title: _____ Work Phone: _____
First Name: _____ Email: _____
Last Name: _____ Home Phone: _____
Alternate Email: _____ Cell Phone: _____

Special Information

Notes / Other Information: _____

RULES AND REGULATIONS



1. Solicitation by third party, non-tenants is not permitted.
2. Tenant shall not make any use of the Premises which may be dangerous to person or property or which shall increase the cost of insurance or require additional insurance coverage.
3. Tenant shall not paint, display, inscribe or affix any sign, picture, advertisement, notice, lettering or direction or install any lights on any part of the outside or inside the Building, other than the Premises, and then not on any part of the inside of the Premises which can be seen from outside the Premises, except as approved by Landlord in writing.
4. Tenant shall not use the name of the Building in advertising or other publicity except as the address of its business and shall not use pictures of the Building in advertising or publicity, except as approved by Landlord in writing.
5. Tenant shall not obstruct or place objects on or in sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the Building. Tenant shall not place objects against glass partitions or doors or windows adjacent to any open common space which would be unsightly from the Building corridors or from the exterior of the Building. Tenant shall not store any items on the fire escape routes.
6. Bicycles shall not be permitted in the Building other than in locations designated by Landlord.
7. Tenant shall not allow any animals, other than service animals, in the Premises or the Building.
8. Tenant shall not disturb other tenants or make excessive noises, cause disturbances, create excessive vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit excessive sound waves or are dangerous to other tenants of the Building or that would interfere with the operation of any device or equipment or communication, radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any projections, antennae, aerials, dishes, or other similar devices outside of the Building or in the Premises.
9. Tenant shall not waste electricity or water and shall cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning, and shall refrain from attempting to adjust any controls except for the thermostats within the Premises. Tenant shall keep all doors to the Premises closed.
10. Landlord shall furnish Badge Access Credentials for all employees/faculty/staff of Tenant for all doors to the Premises at the commencement of the Term. When the Lease is terminated, Tenant shall deliver all Badge Access Credentials to Landlord and will provide to Landlord the means of opening any safes, cabinets or vaults left in the Premises.
11. Except as otherwise provided in the Lease, Tenant shall not install any signal, communication, alarm or other utility or service system or equipment, excluding computer/communication systems and equipment located within Tenant premises, without the prior written consent of Landlord.
12. Tenant shall not use any draperies or other window coverings instead of or in addition to the Building standard window coverings designated and approved by Landlord for exclusive use throughout the Building.
13. Tenant shall keep all doors to the Premises locked after the close of business.
14. Tenant shall not overload floors. Tenant shall obtain Landlord's prior written approval as to size, maximum weight, routing and location of business machines, safes and heavy objects. Landlord shall provide Tenant with weight and size limitations upon Tenant's reasonable request. Tenant shall not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises.
15. In no event shall Tenant bring into the Building firearms or weapons.
16. Furniture, equipment and other large articles may be brought into the Building only at the time and in the manner designated by Landlord. Tenant shall furnish Landlord with a list of furniture, equipment and other large articles which are to be moved in or out of the Building and Landlord may require permits before allowing anything to be moved in or out of the Building. Movements of Tenant's property into or out of the Building and within the Building are entirely at the risk and responsibility of Tenant.
17. No person or contractor, unless approved in advance by Landlord, shall be employed to do janitorial work, interior window washing, cleaning, decorating or similar services in the premises.
18. Tenant shall not use the Premises for any purpose not specifically set forth in the Permitted Use section of Tenant's lease.

19. Tenant shall comply with all environmental safety, building safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
20. Tenant shall cooperate and participate in all reasonable security programs affecting the Building.
21. Tenant shall not go onto the roof of the Building or any other non-public areas for the Building (except the Premises) and Landlord reserves all rights to control the public and non-public area of the Building. In no event shall Tenant have access to any janitorial, electrical, telephone, plumbing or other mechanical closets without Landlord's prior written consent.
22. Tenant shall obey all Laws, rules and regulations of the State Fire Marshal and other governmental entities have jurisdiction over the Premises.
23. Tenant shall deposit all trash, rubbish and recycling of Tenant only within receptacles provided or approved by Landlord and no other trash receptacles shall be maintained outside the Building. All trash, debris, recycling and garbage shall be emptied into outside trash dumpster daily. Tenant shall be responsible for disposing of its environmental hazardous waste.
24. Tenant shall coordinate pest extermination services to treat the Premises from time to time as may be needed with the Landlord and or its pest control contractor.
25. Tenant and its user shall not use multiple-plug outlet converters for electrical appliances or equipment drawing more than the allowed amperage from the outlet. Excessive numbers of appliances shall not be plugged into one outlet. Damaged or overloaded extension cords are prohibited. The use of extension cords, as permanent wiring is not allowed.
26. Tenant shall not use the Premises in violation of any federal, state, or local laws.
27. Tenant shall not use the elevator, loading docks or receiving areas of the Building except in accordance with the regulations for their use established by Landlord.
28. Tenant shall not dispose of any foreign substances in the toilets, urinals, sinks or other washroom facilities, nor shall Tenant permit such items to be used other than for their intended purpose. Tenant shall be liable for all damage as a result of a violation of this rule.
29. Subject to applicable laws, the Building is designated as a non-smoking building. Smoking is not permitted within 25 feet of all building entrances.
30. In the event any of the foregoing rules and regulations are inconsistent with the express terms of the Lease, the terms of the Lease shall govern the rights and obligations of the parties thereto.
31. Landlord reserves the right, at all times and from time to time, to rescind any one or more of these rules and regulations, or to make such other and further reasonable rules and regulations as in the Landlord's judgment may from time to time be necessary for the safety, care and cleanliness of the Premises, provided any further rules and regulations or modifications to the existing rules and regulations shall not adversely affect Tenant's use of, or access to, the Premises.

EMERGENCY RESPONSE PROCEDURES



ACTIVE SHOOTER RESPONSE PROCEDURE

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside the building:

Proceed to a room that can be locked from the inside. Lock all windows and doors and turn off all lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911 from a landline telephone, if available, or a cell phone; advise the dispatcher of what is taking place, and inform him/her of your location. Remain in place until the police give an "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are:

Determine if the room you are in can be locked from the inside and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, try to barricade the door with heavy objects (i.e. desks, chairs). If this is not possible, try to find a nearby location that can be reached safely and can be secured from the inside. If you can safely exit the building, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom:

Try to remain calm. Dial 911 from a landline telephone, if available, or from a cellular phone, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter. No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route

and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive away until advised it is safe to do so by a police officer.

IN THE EVENT OF A TORNADO WARNING

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

Tornado Watch means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

Tornado Warning means that a tornado has been sighted or radar indicates rotation in the clouds. **TAKE SHELTER!**

Lincoln/Lancaster County Emergency Management will activate emergency sirens upon confirmation of a tornado. The duration of sirens is 3 minutes. All personnel are directed to seek shelter upon activation of the sirens. It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.

INDOOR SAFETY PROCEDURES

1. Seek shelter in the lowest level of the building.
2. Do not use elevators.
3. Stay away from windows.
4. Cover your head and eyes with a blanket or jacket to protect against flying debris.
5. If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.
6. Stay inside until you're certain the storm has passed, as multiple tornadoes can emerge from the same storm.

OUTDOOR SAFETY PROCEDURE

1. Seek indoor shelter, if possible.
2. Parked motor vehicles are unsafe. Seek indoor shelter.
3. If an indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
4. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

FIRE AND EXPLOSION

Fires can cause serious injury, death and property loss. Be aware that fires may exist alone or in conjunction with another type of emergency, such as an explosion, tornado or chemical spill.

If a fire occurs in the building:

- Pull the nearest fire alarm to evacuate the building. Leave the building immediately.
- If you hear the fire alarm, leave the building immediately. A fire nearby may not be noticeable by sight or smell. Everyone is expected to exit a building immediately upon hearing the fire alarm.
- If possible, shut down any equipment or processes that could cause a secondary fire if left unattended.
- Know your emergency exit routes and be prepared to use an alternate route if necessary. Do not use elevators. If you are trapped in the building, try to reach a point of refuge, such as a stairwell, or stay by a window and wave a white flag to attract the attention of emergency responders.
- If possible, close doors and windows behind you on the way out to confine the fire.
- Keep low if there is smoke.
- On your way out, assist any mobility-impaired persons to a stairwell or other point of refuge if possible. Report their location to the emergency response personnel.
- Do not attempt to evacuate other personnel from your work area. This is a job for the emergency

responders. If you work in an area frequented by the public, announce that an evacuation has been ordered and ask people to exit the building. Healthy adults and young adults are expected to evacuate themselves upon hearing the fire alarm. Follow established procedures for evacuating small children or sick people.

- Assemble a safe distance away from the building. Try to account for personnel known to have been in the building. Do not block driveways or areas that may be used by emergency response personnel.
- If pertinent knowledge of the fire is known, meet the Lincoln Fire Department or Police personnel outside the main entrance of the building and provide them with all the information regarding the fire. Report the exact location of the fire, status of any injuries and/or location of mobility-impaired, or other persons, trapped in the building.
- Do not re-enter the building until the Fire Department has declared the building safe.

If an employee chooses to use a fire extinguisher:

- The employee must participate in EHS Fire Extinguisher Training.
- Always pull the fire alarm before attempting to use an extinguisher.
- Only use an extinguisher if the fire is small and in a contained area. If the fire is starting to spread, exit the building.
- Only attempt to use one extinguisher on the fire. If one extinguisher does not put out the fire, exit the building.
- Do not endanger yourself or others in an effort to put out a fire in the building.
- Report the use of a fire extinguisher to Olsson Associates Headquarters Property Management at 402-434-9440 so that the extinguisher can be recharged.

If an explosion occurs somewhere in your building:

- From a safe location, pull the nearest fire alarm to evacuate the building.
- From a safe location, dial 911 and advise them of the location of the explosion and, if known, its seriousness and any possible injuries to personnel. Be sure to give your name, office location, and telephone extension. Do not hang up until released by them.
- Wait a safe distance outside the building until help arrives.
- Advise emergency personnel about the explosion area and any personnel who may have been injured.

BOMB THREATS

If you receive a bomb threat over the telephone, use the bomb threat checklist:

1. Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - h. What is your name?
2. Jot down whether the caller is male or female; any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used) and any background noise you may hear.
3. When the caller hangs up, dial *57 to activate a trace and follow the prompts.
4. After activating the trace, call 911 and advise the dispatcher of all the information you learned from the caller concerning the bomb and its location. Be sure to give the dispatcher your name, office location, and telephone number including your extension. ***Do not hang up until the dispatcher releases you.***
5. After you contact 911, remain quiet about the threat and stay where you are until contacted by the police.
6. Police, in cooperation with Fire Department, will give the order to evacuate the building if necessary.

Note to Supervisors:

Please ensure that all employees in each unit are familiar with these procedures. Visually inspect your work area for any objects that do not belong there. Report if you see anything suspicious.

Do NOT handle suspicious objects.

INSURANCE REQUIREMENTS



INSURANCE CRITERIA

All the insurance required under the lease shall:

- Be issued by an insurance company with an A.M. Best Rating of A- or better
- Be issued as a primary policy
- Contain an endorsement requiring thirty days' written notice from the insurance company to both parties and to Landlord's lender before cancellation of any policy
- A waiver of subrogation must be obtained, with respect to property loss or damage by fire or other casualty

Evidence of Coverage:

A certificate of insurance for the policies required to be carried by Tenant, together with evidence of payment of premiums, shall be deposited with Landlord on the Premises Delivery Date. The Tenant shall provide the Landlord, or its property management entity, a current certificate of insurance for the policies required to be carried by Tenant.