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Welcome,

On behalf of all of us associated with the University of Nebraska Technology Park, I would like to welcome you to the Technology Development Center. You are becoming part of a rich tradition of success; your presence makes an important contribution to the continued diversification and growth of Nebraska's economy through an expansion of entrepreneurial endeavor.

Technology Development Center graduates are making their mark in a wide range of business sectors including biotechnology, software engineering, product design, financial transaction management and business services. Former participants in the incubation program include one of the largest developers of dental practice management software in the world, the largest cattle and swine genetics company in the US and the first firm in Nebraska to receive competitive research funding from the U. S. Department of Education. Whether registering for the Cornhusker State Games or participating in a conference call you have likely used a product developed by a Technology Park firm.

Since its opening, more Technology Park firms have received more awards through the highly competitive federal Small Business Innovation Research (SBIR) grants program than anywhere else in Nebraska. Companies in the Technology Park have successfully attracted significant angel and venture capital funds.

Our mission is to help you be successful. This handbook is intended to provide you with useful information, which will allow you to make the best use of our resources while respecting the needs of others. Should you ever have any questions or if we can be of service please do not hesitate to visit with me or any of the staff.

Sincerely,

A handwritten signature in black ink that reads "Stephen Frayser".

Stephen Frayser
President

4701 Innovation Drive Lincoln, NE 68521-5330
tel. 402.472.4200 fax. 402.472.4203 www.unebtechpark.com

TDC Staff

President - Steve Frayser

Office: (402) 472-4179

Cell: (402) 540-9048

Home: (402) 423-8121

sfrayser@nufoundation.org

As President of the University of Nebraska Technology Park, Steve is actively involved in Technology Park's strategic planning. Such planning includes the development of Technology Park expansion plans, attracting potential Park tenants, and promoting the Technology Park at the national and local levels. Steve serves as a mentor to TDC companies; working with them to review business plans and acting as a business resource. He monitors TDC companies regularly to make sure they are progressing toward their business goals.

Operations Manager - Jackie Swanson

Office: (402) 472-4213

Home: (402) 792-0072

jswanson@nufoundation.org

As Operations Manager, Jackie is responsible for daily operations and management of facilities owned or managed by the Technology Park LLC; management of property held by the LLC for future development; negotiation and management of contracts with vendors doing business with the LLC; budget and financial transactions management for the LLC; liaison with Park tenants, property owners and their representatives; general administrative support for the LLC; and supervision of interns/student workers employed by the LLC.

Administrative Intern – Adrion Hernandez

Office: (402) 472-4200

jpropp@nufoundation.org

As the Administrative Intern, Adrion is responsible for enhancing the experience of companies in the park. This is done by maintaining vital information for incubator companies, planning social events like the Golf Tournament and Holiday party and keeping common areas clean.

Accounting Intern – Taylor Emshoff

Office: (402) 472-4201

tshonhiwa@nufoundation.org

As the Accounting Intern, Taylor is responsible for performing general accounting duties that occur within the business. His duties include processing and coding incoming bills, creating and maintaining monthly invoices, budget monitoring, processing and tracking incoming checks, and other accounting functions as assigned.

Communications Intern – Brady Potthoff

Office: (402) 472-4295

bpotthoff@nufoundation.org

As the Communications Intern, Brady assists the Tech Park staff by writing news releases, producing a quarterly electronic newsletter, and updating the Tech Park Web site. She has the ability to support tenant firms with Public Relations and she assists with other communications, clerical and front desk projects.

Entrance into the Park

Requirements from Company at Lease Signing (or within 60 days)

Security Deposit – invoice will be sent

Your security deposit is equal to one month's rent as stated in your lease.

Orientation Appointment

Schedule within 30 days

Proof of Insurance

Provide within 60 days

Employee List

Provide within 10 business days - (note intern positions)

Emergency Contact List

Provide within 10 business days

Logo Jpeg if Available

Requirements from TDC at Lease Signing

Original Signed Lease

Three copies of the lease will be signed. Company copy, Foundation copy, TDC copy

Copy of the TDC Handbook

Welcome Packet

To Include:

- Personalized Welcome letter
- Personalized keypad entry form

Keys for Office/Lab Space with Key Check-Out Form

See "Keys" in TDC Office Information for more details.

Access Codes

Exterior – for building entry outside regular business hours

Interior – Business Center and Business Machines – copier and postage machines require company access codes

Chemical List Form

- Release form must be signed and returned if chemicals are not used or stored in your office/lab space. This form must be updated annually.
- If chemicals are used or stored in your office/lab space a complete list must be supplied to the TDC staff within 5 business days. The list must be updated yearly.

Walk-Through of Leased Space

Orientation

A company representative, in consultation with Tech Park staff, will set short-term objectives for the company's performance and develop a written TDC company plan of work.

Graduation and Exit

Duration

The length of stay in the Incubator Program can vary from one (1) to four (4) years for software and engineering companies and up to seven (7) years for lab companies, depending on each company's specific needs.

Termination Criteria

- Staff level exceeding 25 employees
- Exceeding available space (generally 2,500 square feet)
- Meeting and exceeding company goals for startup phase
- Acquisition by a larger company
- Successful initial public offering

Termination Procedure

- The company may be introduced to commercial realtors and telecommunications service providers, if needed, to begin planning for future space needs.
- Client billings will be reviewed to ensure payments are up to date. The company will be expected to pay all invoices in full before leaving the TDC.
- Security deposit will be used to cover any necessary repairs or cleaning, the balance will be returned.
- Any alterations that have been made to the leased space may be required to be returned to their original condition at the discretion of Tech Park staff.
- The company shall provide new contact information to Tech Park staff.
- The company shall contact the USPS regarding the address change (Tech Park staff will forward your mail for up to 12 months).
- Final walkthrough of the leased space.

Other Reasons for Exit

- Violation of the terms of the lease
- Consistent failure to meet goals established by the client and Tech Park staff
- Business focus that no longer meets qualifications for TDC tenancy
- Non-participation in TDC programs, activities, or events
- Filing bankruptcy
- Consistent failure to pay creditors on time
- Failure to provide reasonable cooperation with Tech Park staff
- Sharing access codes with non-employees
- Violating the Technology Park Weapons Policy

Business Advisory Services

Interaction Agreement Meetings

Tech Park Staff may conduct quarterly reviews to gauge the progress of each TDC company and evaluate the quality and impact of the business assistance. The company will provide financial statements, the number of full-time and part-time employees, and a comparison of financial performance and projected budget. A volunteer mentor may be appointed to serve as a business advisor to the client on an ad hoc basis. An annual review may be performed on an ad hoc basis prior to lease renewal.

Volunteer Network

The TDC depends on contributions of time and money by volunteers with a special commitment to entrepreneurship. The Board of Directors, Advisory Committee, and friends of the TDC represent corporate, governmental, and educational organizations throughout Nebraska. Entrepreneurs can use this influential network in a number of ways:

- Obtain business contacts, introductions, or expert advice
- Locate hands-on assistance for short-term projects
- Identify potential outside investors for the company
- Access new markets for technology products

Outside Consultants

Unique situations or unusual problems often require specialized expertise. Tech Park staff can locate and enlist specialists in a variety of business and technical disciplines to address critical short-term problems of its companies.

TDC Services

Business Services and Equipment

Auditorium Available	Notary Services	Document shredder
Coffee by the Pot	Postage	Discounted equipment purchases
Conference Room Available	Report Binding	Discounted telecommunications options
Fax Services	Scanning	Press release preparation
Display Booth	Videoconferencing	Copies B/W and Color (self-serve or staff)
LCD	TV/VCR	Secretarial/Clerical Services

Co-Location Facility

The co-location facility at the University of Nebraska Technology Park offers reliable data storage to complement your data communication needs. The facility allows your business to operate without interruption during a temporary electrical outage, disaster, or sudden surge in business activity. It is ideal for Web servers, marketing applications, e-commerce, credit card processing, business records, e-mail and customer contacts, and accounts receivables. For co-location pricing information contact the Tech Park staff.

Special Events

The Tech Park organizes formal meetings and social gatherings that provide opportunities for entrepreneurs to meet local government and business leaders, members of the Executive Committee and to network with other Tech Park firms. These events include:

- Participation in various industry sector meetings held at the TDC
- Quarterly social events (i.e. Annual Golf Outing, Summer Picnic, Holiday Party, etc)

Miscellaneous Services

Job Posting

Tech Park staff is able to post notices of internships and other opportunities for your company with the UNL Career Services office, Nebraska Wesleyan's Job Den and Lincoln Jobs.com.

Funding Assistance

- SBIR/STTR and other federal funding sources
- State business incentives
- Sources of equity financing
- SBA 504 and SBA (7)(a) loan programs
- Introductions to area lenders

Drafting and submitting press releases

Our communication intern will be happy to write and submit relevant information in the form of press releases. We have a list of media sources available to contact with your press release.

Quarterly Newsletter

The Technology Park produces a quarterly newsletter with information about Park events, news from Tech Park companies, their updates and successes.

Website

The Technology Park also maintains a promotional web site at www.nutechpark.com. Information about your company's mission along with your logo and what is happening with your company is updated frequently. You may also access a calendar of current events as well as current forms for use in requesting services from the TDC staff.

TDC Office Information

TDC Hours – Holidays – Inclement Weather

The TDC is open to the public Monday thru Friday, 8am to 5pm. In case of inclement weather, stay tuned to local media. If UNL closes, the TDC will also be closed to the public. Companies may still enter the facility by using their access codes. The TDC will not be open to the public, and Tech Park staff will be unavailable on the following observed holidays:

New Year's Day (January 1)
 Dr. Martin Luther King, Jr. Day (third Monday in January)
 Memorial Day (last Monday in May)
 Independence Day (July 4)
 Labor Day (first Monday in September)
 Thanksgiving and the following Friday (fourth Thursday and Friday in November)
 Christmas (December 25)

Access Codes & After-Hours Policy

Access codes provide company employees 24-hour access to the TDC. Company representatives may share building and office equipment access codes with necessary employees. However, these codes shall not be shared with non-employees. Please contact Tech Park staff when an employee leaves so that your company may be issued new access codes. Please contact the Lincoln Police if you notice suspicious people or packages at the TDC outside of regular business hours.

Announcements/Bulletin Board

An announcement board is located in the break room next to the vending machine. All announcements must be approved by Tech Park staff prior to posting.

Break Room Facilities

The TDC provides a refrigerator, microwave, and vending machines for your benefit. Coffee and related supplies are available on a use charge basis. Please observe the following rules when using the break room:

Coffee supplies (coffee, sugar, cream, cups, plates, etc) found in the cabinet is for the use of the TDC only when it hosts conferences and seminars. They are not for the personal use of any TDC client company employees. If individual companies would like coffee service they must follow the guidelines referred to later in this handbook.

1. Since the break room is literally on display (with the glass walls) to all TDC visitors, it is important for all users to keep it clean! That includes:
 - a. Wiping the tables and kitchen counter after you use them;
 - b. Cleaning out the microwave if your food splattered inside;
 - c. Wiping any spills on the carpet or tile floor;
 - d. And in general, caring for it as if it were your own kitchen.
2. The refrigerator is here for the employees' use and convenience - you are welcome to store your lunches in the refrigerator. However, health regulations require that NO hazardous materials (i.e. corrosive liquids, radioactive materials, etc) be placed inside.
3. Periodically, Tech Park staff will throw out anything left in the refrigerator for over a week, including bottles, cans, storage containers, etc. This is the only way to insure sanitary conditions!
4. Counter space is at a premium in the break room. Please do not leave anything on the counter. The only items that should be there are the coffee machine, liquid soap, towels, and the microwave. Any items left there will be thrown away.

5. Cupboard space is also at a premium. Tech Park staff may assign laboratory companies a designated storage space if they are forbidden by health requirements to store food or food-related items in their laboratories.
6. If you find that the vending machine is not working, please notify Tech Park staff as soon as possible to obtain a refund and fix the machine. The food items are located in the front of the machine, and the drinks are located behind by pulling the handle on the left side of the machine.
7. This area (as well as the whole building) is designated as a NO SMOKING AREA. Please observe this rule by not smoking in the break room, any common area, or in your own offices. The air is circulated through the vents to other areas of the building. The designated smoking areas are located near the picnic tables at the entrances in the glass hallways in each wing of the building. Please dispose of cigarettes and filters in the provided containers, do not litter.

Business Center

Mail Service

Outgoing mail should be left in the mail collection box by 9:30am. When the new mail arrives it will be sorted by Tech Park staff. The time may vary but mail is generally delivered after 11:00 during the week. Fridays at 4:30 pm TDC will take mail to the collection box in front of the building. Saturday's mail will be sorted by Tech Park staff early Monday morning. Once a company has graduated and taken up new residence their mail will be forwarded for up to one year. It is the responsibility of the exiting company to notify the post office of the address change.

Clerical Assistance

Please complete the Request for Clerical Assistance form found in the appendix to request clerical services by Tech Park staff. You may also contact staff by phone or email to request help. Clerical services will be invoiced during the next billing cycle.

Deliveries

Large deliveries may be made during regular business hours at the receiving dock located on the south side of the building. FedEx and UPS will deliver packages directly to each company's office suite. Tech Park staff will sign for small deliveries in your absence, and will leave them in a designated area in the Business Services Center or in your office space. Tech Park staff will email a delivery notification to the company representative. The Tech Park staff accepts no liability for packages not directly delivered to your office suite or left in TDC hallways.

Heating and Air Conditioning

The heating and air conditioning units at the Technology Park are set to operate on an unoccupied basis between the hours of 6:00 p.m. and 8:00 a.m. and on weekends. Companies can override this setting if they are here after hours by pressing the small rectangular box on the variable air valves in their office. Pressing this box will temporary override the unoccupied setting for two hours. If additional heating or cooling adjustments need to be made, please contact TDC staff.

Keys

All office keys will be issued by TDC staff. Contact TDC staff if additional key are needed. There will be a minimum charge of \$5.00 per key. Companies may request their office space be re-keyed when they move into the Technology Park or at anytime. TDC staff will arrange for the new key installation and the company will be responsible for any expenses incurred. If unauthorized keys are made, companies will be responsible for any expenses involved in re-keying offices. Please notify TDC staff immediately if anyone from your company loses their key.

Co-Location Access Cards

Access to the co-location facility will be provided via an electronic card issued to an authorized representative. The customer is required to notify the landlord within one business day if any of the authorized individuals listed leaves the company or should otherwise no longer have access to the space. Electronic keys are assigned an authorized person, and are not to be shared or loaned out to anyone, including other employees, within the same company, for any reason. Access rights to employees or companies found to be sharing or loaning electronic keys may be canceled without prior notice by the landlord. Lost or stolen electronic keys must be reported to the landlord as soon as practical and a new electronic key will be issued along with a \$20 replacement fee. Anyone entering the space without a working electronic key in their possession must be escorted at all times by a representative of the customer that provided entry. Access into the space is granted to authorized employees of all companies located in the space, and to the landlord and its agents. The door to the space is not to be propped open under any circumstances. Customer shall be responsible for the installation, routine maintenance, connection and hookup (including making any arrangement with any telephone carrier, as may be required by customer) of the server. Customer will be solely responsible for it acts, and those of its agents or third party contractors, and liable for any damages caused by such party to the server, the premises, or its contents.

Maintenance

If you become aware of a facility repair or maintenance need or a hazardous situation, please submit a Repair/Maintenance Request form to Tech Park staff. You may also contact staff by phone or email. All requests for building services or accommodations will be made through the TDC staff. Those needs that are particularly urgent and may result in dangerous situations for tenants or damage to the premises should be brought to the attention of Tech Park staff immediately and will be given priority.

Moving

Moving shall be coordinated with TDC staff to ensure the least amount of disruption. Tenants will be responsible for providing supervision of any moving operations that may involve common areas of the TDC and will be liable for any losses and/or damages that result from such activities and/or from tenant's failure to provide such supervision. Moves will be coordinated in advance with Tech Park staff to minimize interference with other TDC activities.

Parking

Tenants and their employees may park anywhere in the lot, except for visitor stalls. Visitor stalls are reserved for your customers and other visitors to the TDC.

Recycling

A recycling station for the Technology Development Center is located in the receiving room. Currently, material to be recycled is picked up every other week. Containers are provided to hold recycling items.

ITEMS THAT CAN BE RECYCLED

- Office paper including white & colored paper, envelopes, window envelopes, shredded paper and scratch paper should be placed in the large green container
- Newspaper, advertisements and magazines should be separated by type and placed in separate containers/boxes
- Aluminum cans in marked container
- Cardboard (please flatten and stack in the large cardboard bin)

Reservation of Conference Rooms, Auditorium & Equipment

The conference room can be reserved at no cost to incubator companies and office equipment can be rented for a minimal fee (See Appendix). Please contact Tech Park staff for assistance. There is a charge for using the auditorium, if it is used on a commercial basis by tenants (See Appendix).

TDC Building

Coffee Service in Offices

If your company wishes to maintain its own coffee service in your individual office space, before doing so you must:

- Check with your own insurance carrier for any prohibitions they might place on its use in your individual office and what liability your company would have as a result of its use.
- Provide the Technology Development Center with a copy of your insurance carrier's response to what, if any, precautions you must take with the installation of your coffee machine.

Your lease requires you to provide insurance for property damage and Section 10 (d) states the tenant shall not keep or have on the leased premises any article or thing that might unreasonably increase the danger of fire on the leased premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

The coffee supplies in the break room are only for Technology Park functions and not for the use of individual companies or persons.

Installation of Computer Ports & Telephones Jacks

On average the TDC building is designed with one 3-port outlet for every 600 sq. ft. of office/lab space. If additional data ports or telephone jacks are required, please contact TDC staff to make installation arrangements. Any costs incurred will be billed to the company.

Internet Services

Internet Services are available throughout the TDC building. Please see the appendix for current pricing information.

Remodeling or Altering Tenant Office or Lab Space

All physical alterations to tenant office or lab spaces must be pre-approved and arranged for by the Technology Park. All construction and contractor invoices or bills should be addressed to the Technology Park. Tenant companies will then be invoiced by the TDC for these expenses. During remodeling or construction, please keep TDC staff apprized of work progress. Please try to schedule any construction so you do not hinder or inconvenience other Tech Park companies.

Rules and Regulations

1. The sidewalks, entrances, and passages or hallways in the common areas of the TDC shall not be obstructed by any tenant or used for any purpose other than ingress and egress and for temporary moving routes at times approved by Tech Park staff.
2. Toilets, sinks, and other plumbing fixtures will be used responsibly and for their intended purpose. No coffee grounds, food remains, sweepings, rubbish, rags, paper towels, or other non-intended substances shall be flushed or washed down drains. All damages resulting from any misuse of plumbing fixtures shall be borne by the tenant who, or whose employees, customers, visitors, or invitees, caused the damage.
3. No cooking will be done in any portion of the facility, except for microwaves in the Break Room.
4. No fundraising, canvassing, general solicitations, or distribution of political, religious, or cause literature will be permitted. An announcement board is located in the break room next to the vending machine. Any posted announcements must be approved by Tech Park staff prior to posting.

5. Tenants may hang pictures on the walls in their offices with brad tacks. No displays of a sexual or political nature will be permitted in TDC facilities. If large items need to be installed, such as white boards, please contact TDC to make arrangements for installation. Tenants will be responsible for repairing the wall, and the expense may be deducted from the security deposit upon check-out.
6. In general, the tenant will not permit unusual or loud noises and/or odors to be produced in their space if such noises/odors offend or disturb other occupants of the TDC.
7. Leased premises will not be used for lodging or over-night occupancy.
8. Leased premises will not be used for storage of personal belongings, vehicles, bicycles, or any items not used in the operations of the tenant company.
9. No illegal drugs, explosives, fireworks, alcoholic beverages, flammable, radioactive or potentially contagious/hazardous materials will be permitted in the TDC without disclosure to and written permission from the Tech Park staff.
10. Tenants shall not place anything outside of the TDC, including roof setbacks, window ledges and other projections, or drop anything from the windows, stairways, or parapets. Hallways and stairwells are not to be used for permanent storage of any kind.
11. Tenants shall not interfere with the heating, ventilating, or cooling apparatus.
12. Tenants shall not keep animals in their offices.
13. No tobacco products are allowed in the TDC. The designated smoking and chewing areas are located near the picnic tables at the side entrances. Please place all tobacco waste in the provided receptacles.
14. Chemical and biological hoods must be certified at a minimum of once per year. TDC staff will arrange for the annual hood inspection and service. Companies will then be invoiced for the inspection and given a copy of the certification information. Tenants are responsible for any parts or service that is required.
15. Maintenance and repair of NANOpure and other equipment even though supplied by the TDC are the responsibility of tenants unless the equipment is used in common by other tenants.
16. Tenants are responsible for cleaning and upkeep of their office or lab space. They may coordinate cleaning services with the company used by the Technology Park, contract with another company or clean their office or lab space themselves. Areas must be kept clean and vacuumed at least monthly or as needed.
17. The Technology Park cleaning service will not enter individual offices to collect trash. At night, companies may place trash containers in the hall outside their offices to be collected by the TDC cleaning service. Containers should be kept inside offices or labs during the day.
18. Cardboard containers should be broken down and placed in the recycling container in the receiving room. This is not the responsibility of the cleaning service.
19. TDC companies should take large trash items directly to the trash container located outside behind the receiving room. Trash collection is on Monday, Wednesday and Friday.

Signage

Company names will be posted on the directional signs in the entryway. Additionally, sign holders are located outside the individual entrance to each business. Office entrance signs may include the company's name, logo, and a brief description of the company; however, they may not obstruct the room number. Signs must be approved by Tech Park staff prior to posting. The TDC staff will be happy to design a door sign for you.

Telephone Service





If a company wishes to use UNL Centrex services, Windstream or Unite will make arrangements. A list of current charges and services can be found at in the appendix. UNL will bill the company directly for services. UNL can arrange for numbers that are portable as well as 472 prefix numbers. If there are problems with the UNL services and/or phone arranged through UNL, TDC staff will arrange for repair. Companies may also arrange telephone service directly through Windstream by calling 402-436-4330. For all repair related issues with phones or service from Windstream, companies should call Windstream repair at 611.

Weapons Policy

Employees of tenant companies of the Technology Development Center, their guests, customers, vendors or any other persons are not permitted to bring handguns or other weapons (including, but not limited to, guns, knives, clubs or other items which may be used to cause physical harm to individuals or damage to property) onto property owned or occupied by the University of Nebraska Technology Park LLC. This includes handguns which may otherwise be lawfully carried as a concealed handgun under Nebraska law, but does not include small pocket knives, utility knives, nail clippers or similar personal items or tools which would not reasonably be considered weapons. This policy also does not include firearms or other weapons carried by city, state or federal law enforcement personnel or members of the United States military while performing their law enforcement or military duties. Violation of this prohibition by employees of tenant companies shall constitute a default of lease under Section 4 (a) Use of Premises, and at the sole discretion of the Technology Park LLC shall constitute grounds for seeking a cure up to and including termination of lease. A violation involving concealed handguns may constitute a criminal offense under the Concealed Handgun Permit Act, and management of the Technology Park LLC shall contact the appropriate law enforcement agency if it learns that an employee of tenant companies, guests, customers, vendors or other persons has violated or is violating this policy.

Building Emergency Procedures

Fire




1. Pull the nearest alarm box - Evacuate area
 -  Report Fire to the fire department
 -  **Dial 911** – or 9-911 on the UNL Centrex System
 -  Supply information about the fire - type of fire, injuries or person trapped inside
 -  Notify Tech Park Staff at 472-4200 (they will assist in alerting other building tenants)

Our address: 4701 Innovation Drive, Technology Development Center, University of Nebraska Technology Park

If the fire alarm goes off immediately evacuate building

2. If time allows, disconnect the power to equipment that is on fire and close all doors behind you as you leave
3. Use a fire extinguisher only if you are trained to do so. Pull the fire alarm first. Stay between an escape route and the fire

Know the nearest location of a fire alarm – and your evacuation path

4. Meet Fire department outside the main building entrance
5. Alert the other tenants in the building. (See contact list in the appendix)
 -  Tell them there is a fire and its location
 -  Extent of fire, and that it has been reported to the authorities
 -  Ask them to vacate the building immediately

(See attached Floor Plan showing location of Fire Extinguishers & Exits)

EXIT the building and meet at the bike path circle so everyone can be accounted for.

Stay out of the way of emergency vehicles and personnel.

Do not reenter building until directed by fire department, emergency services personnel or Tech Park Staff.

Power Failure

1. If a power failure should occur and there is no other emergency such as fire, explosion, etc. notify TDC staff at 472-4200.
Remain in your work area and await instructions from Tech Park Management.
2. If another emergency such as fire is evident along with the power failure, follow the instructions in this Building Emergency Manual under the section on “Fire”
3. If evacuation is necessary, designated Tech Park Management Staff will assist in evacuating the building. **See Attached Floor Plan showing Exits**

Tornado

1. When a tornado occurs, remain calm. Do not run or panic. You will be instructed by Tech Park Management as to the appropriate procedures to follow.
2. If you are indoors, stay indoors. To avoid injury from flying glass, stay away from windows, outside doors. **Take shelter by going immediately to the men's or women's restrooms. These areas are free of windows and have solid ceilings.**
3. Do not attempt to enter or leave the building until you are advised that it is safe. Use caution when exiting due to possible debris, and stay away from overhead electric wires, poles or anything that might shake loose and fall.
4. Remain in your sheltered area until you are advised by the Police Department, Fire Department, Civil Defense, and/or Tech Park Management that it is safe.

After the Tornado:

5. Use extreme caution in entering or exiting the offices or work areas.
6. Do not use lanterns, torches, or smoke cigarettes until you are advised that there are no gas leaks or flammable fumes in the area
7. Stay away from fallen or damaged electric wires, open windows, etc.
8. If there is a power outage, see the "Fire" and/or "Power Failure" sections of this Building Emergency Manual
9. Do not drive unless necessary, and proceed with caution if you do have to drive. Stay alert for potential hazards and report any to the local authorities.

Health Emergencies

In the event of a health emergency:

1. **Call 911** or 9-911 if on the UNL Centrex System. State that you are with the University of Nebraska Technology Park, Technology Development Center and need medical aid.
 - a. Give Street address: 4701 Innovation Drive
 - b. Give specific directions: From N.W. 1st St. (Superior St.) turn left to Highland Blvd; turn left on Innovation Drive; turn right at three flag poles.
 - c. Tell them the type of problem or injury
 - d. Individual's present condition
 - e. Sequence of events leading to the emergency
 - f. Medical history or doctor (if known)
2. The individual making the call should preferably have actually seen the injured person and have as much information as possible. Stay on the phone with the dispatcher and answer as many questions as possible so that he/she can radio this additional information to the aid unit that is responding.
3. Someone should call the person they have listed as their emergency contact (parent, spouse, child, neighbor, etc.). Each Company will keep their own list of employee emergency contact names.

Bomb Threat

1. Upon receiving a Bomb Threat, immediately call Jackie Swanson at 472-4200 & **call 911** or 9-911 on the UNL Centrex System: Tell them you are reporting a Bomb Threat at the University of Nebraska Technology Park, Technology Development Center.
 - a. Give street address: 4701 Innovation Drive
 - b. Give specific directions: From N.W. 1st St. (Superior St.) turn left on Highland Blvd; turn left on Innovation Drive; turn right at three flag poles.

Alert the other occupants in the building. (See contact list in appendix)
2. If a bomb threat is received, note as many of the following as possible:
 - a. Determine the caller's sex and age
 - b. Time of the call
 - c. Exact words used
 - d. Time the bomb will presumably explode
 - e. Where the bomb is presently located
 - f. What kind of bomb is it
 - g. What the bomb looks like
 - h. Why the bomb was placed
3. With any Bomb Threat, Tech Park Management will announce whether a full evacuation of the building is needed and will give other instructions. Tech Park Management will meet the Fire Department at the specific location where the bomb is supposed to be. A search will be made of the immediate area, as well as any second floor location above that area. It may be necessary to assist the Fire Department in their search for the bomb.
4. Most vulnerable areas for the placement of a bomb will be the general public areas, where people are free to come and go in the building.
5. Never touch a package suspected to be a bomb!
6. People should be suspicious of packages found on the grounds that are strange or out of place. Many times a bomb may have been placed without receiving an actual threat.
7. Explosives can be concealed in a paper sack, small package, shopping bag, can, attaché case, etc. Searchers should be alert for any such containers left in any location. Most explosives used in bombings are usually commercial dynamite and/or black powder. The dynamite is generally in cylinders about one inch in diameter, 8" long, and covered with heavy water-resistant paper. Black powder is generally encased in a section of pipe. Any explosive or suspected object must be considered extremely dangerous and left untouched pending the arrival of the Fire Department Bomb Squad. **Remember, to ensure the safety of all building occupants, all bomb threats must be considered real until proven otherwise.**

Hazardous Chemical Spill

1. In case of imminent danger to health, property, or the environment, isolate the spill area by closing doors or other appropriate action and **call 911** or 9-911 on the UNL Centrex System.
 - a. For indoor spills: Leave the area and pull the fire alarm to initiate a building evacuation. For outdoor spills: If possible to do so safely (without risk of overexposure) take action to stop the release & prevent or minimize releases to storm sewers,
 - b. Do not initiate evacuation from nearby buildings unless otherwise advised by emergency responders.
 - c. Render appropriate first aid. Thoroughly wash exposed areas of the skin with soap and water.
 - d. Refer to the MSDS for the spilled material.
2. In cases where there is not imminent danger:
 - a. Use appropriate spill supplies to contain spill.
 - b. Render appropriate first aid
 - c. Refer to the MSDS for the spilled material

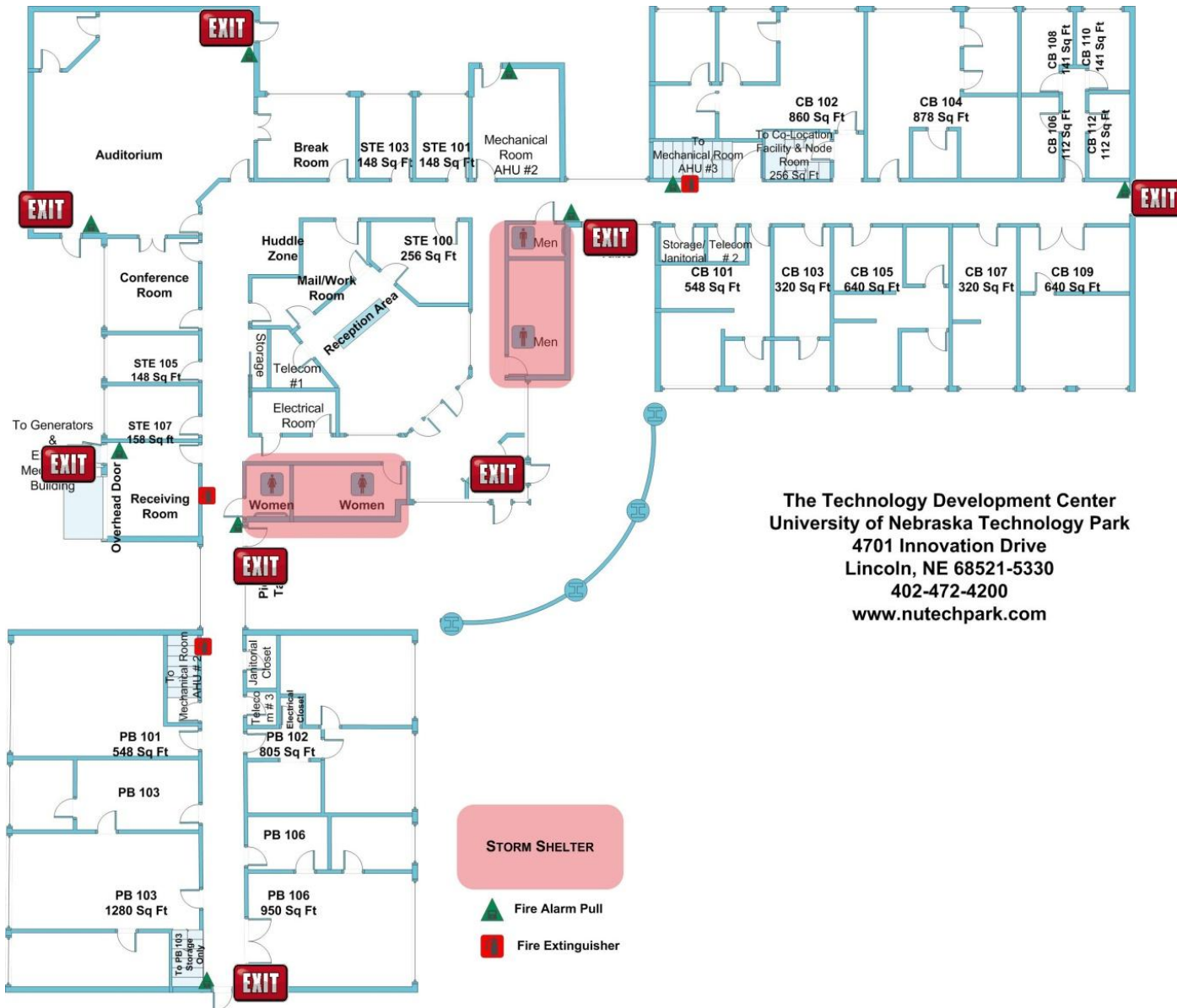
There is a small First Aid Kit in the work area behind the Front Reception Desk.

Each company should have their own First Aid Kit as well.

See attached Floor Plan showing location of Fire Extinguishers & Exits.

Individual Tech Park Companies should have their own procedures posted in their leased space for employees, depending upon their specific type of business, i.e. chemical, burns, fumes, etc.

Emergency Information Map



The Technology Development Center
 University of Nebraska Technology Park
 4701 Innovation Drive
 Lincoln, NE 68521-5330
 402-472-4200
 www.nutechpark.com

Technology Park Information

Other Companies in the Park

Cabela's World's Foremost Bank – <http://www.cabelas.com>

CSI – Computer Services Inc. – OTP <http://www.csiweb.com>

GeneSeek – OTP <http://www2.geneseek.com>

Ingenient – OTP <http://www.ingenient.com>

NCEE – Nebraska Center for Excellence in Electronics – <http://www.nceelabs.com>

Perot Systems - <http://www.perotsystems.com/default>

Verizon Wireless – <http://www22.verizon.com>

Appendix

(Please make copies as needed)

Chemical Form

Chemical Inventory

Also available as an Excel workbook

Clerical Services Request Form

Company Contact Sheet

Fax Cover Sheet

Floor Plan – OTP

Floor Plan - Technology Development Center

Incident Report

Internet/Bandwidth Services and Co-Location Information

Maintenance Request

Room Reservation Form

Services Price List – General Public

Services Price List - Incubator

Services Price List – Park Company Non-Incubator

Site Map University of Nebraska Technology Park

Telephone Options Services and Fees

Videoconferencing Rate Sheet

Videoconferencing Reservation Form