
Building Emergency Procedures

Freeman Office Building • 625 Robert Street North - St. Paul, MN 55155



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BUILDING EMERGENCY CONTACT NUMBERS

Must dial "9" before number for all calls outside of the building.

Emergency Coordinators - MDA

Tony Becker (651) 201-6640 Russ Havir (651) 201-6584 Doug Buhl (612) 743-1213

Emergency Coordinators - MDH

Lonna Beilke (651) 201-5771 Tim Myers (651) 201-4974 Kent Konecny (651) 775-3389

Capitol Security 9 - (651) 296-2100

All Hazards 9 - 911

I. Introduction

This plan is designed to provide guidelines for responding to emergencies within the Freeman Office Building. Remember, not all emergencies fall within the parameters of a defined plan; sometimes individual judgment will be your best guide. Your preparedness, awareness and self-discipline are the keys to an orderly and safe emergency response. There are two basic procedures we can follow during a building emergency: evacuation or relocation.

Emergencies involving probable **evacuation** are:

- fire, flame or smoke.
- internal hazard/threat (floods, building mechanical malfunction, etc.).
- external hazard/threat (bomb threats, terrorism, etc.).

Other emergencies which may require only **relocation** to safe areas within the interior of the building are:

- weather related (i.e., tornadoes, blizzards).
- utilities (i.e., electrical, gas, sewer or water).
- medical, accidental or health-related.
- chemical, environmental or individual (i.e., drugs and alcohol).
- civil disturbances or demonstrations.
- nuclear, accidental plant emission or attack.
- hostage situations.

This plan is designed to provide the employees of the Freeman Office Building with the basic principles and procedures that should be used in the event of an emergency. The plan will provide:

- a chain of command to disseminate information and coordinate authority in time of emergency.
- the mechanism for training selected personnel in emergency procedures.
- an organized routine for evacuating all or part of the building.
- a list of alternative ideas and procedures to assist in the orderly handling of emergencies.

EVACUATION RELOCATION SITES

During evacuations, the building population will report directly to the Armory (600 Cedar Street) as a primary location. After 4:30 pm, the building will evacuate to the **Green Level** in the Centennial parking ramp.

- See **Page # 22** for more complete information.

II. General Duties of Emergency Personnel

Capitol Security

- Provides continuity of emergency administration within the capitol complex.
- Primary authority for emergencies requiring medical, fire, law enforcement.

During an Emergency:

1. Coordination response at the scene of the incident between all involved parties (fire department, police, building staff, admin, etc.).
2. Provides any/all pertinent incident information to emergency response officials (Fire Department) as they arrive at the front of the building (nature of the emergency/alarm, any known information, etc.).

Plant Management

During an Emergency:

1. Provides building engineering staff during an emergency to identify the nature of the incident (which alarm is sounding, area(s) affected, etc.).

Building Emergency Coordinators (*listed on front cover*)

- Primary authority for developing and maintaining the MDA / MDH Lab Building Emergency plan, procedures and communications network.
- Coordinating authority, with Capitol Security, Department of Administration, and the St. Paul Fire Marshal, for fire safety and evacuation requirements for the MDA / MDH Lab Building.
- Primary authority for issuing emergency and emergency-related information to MDA / MDH Lab Building employees.
- Address issues related to emergency procedures for mobility impaired persons by ensuring that employees have the opportunity to inform the agency of any special assistance they may require. Ensure the selection of Evacuation Assistants and consult with mobility impaired individuals to determine appropriate emergency procedure.
- Provide the necessary annual Building Emergency Procedures training to all staff.
- Coordinate and conduct at least one annual emergency drill.

During an Evacuation:

1. Move as quickly as possible to the nearest safe exit, travel around the exterior of the building (if needed) and station yourself at or near the front entrance.
2. Provide all pertinent incident information to emergency response officials (Capital Security or Fire Department) as they arrive at the front of the building (nature of the emergency/alarm, any known information, etc.).
3. Help coordinate between emergency response officials (Capital Security or Fire Department), Floor Wardens and Facilities Management regarding status of the building and possible re-entry.

Building Emergency Coordinator Alternates (*listed on front cover*)

- Act as the primary back-up(s) in the event that one or both of the Building Emergency Coordinators are absent during an incident.
- Liaison with the Building Emergency Coordinator(s) and the employees who have evacuated.
- Liaison with Building Emergency Coordinator(s) and Floor Wardens / Division Monitors at the evacuation site.
- Be available as an information and training contact.

Floor Wardens

During an Evacuation:

1. If safe to do so, perform a check of your **FLOOR** to ensure that all personnel are evacuating and provide assistance to anyone that may be in need. For the purposes of this policy, your “**FLOOR**” will be designated by the Level (1st thru 5th) and the Area (A,B or C) that you are assigned to. For example, Floor # **1A**.
2. Move as quickly as possible to the nearest safe exit.
3. Once outside, if you have any pertinent incident information or if you observed anyone that was in distress that you were unable to help evacuate, walk around the exterior of the building to the front entrance and notify a Building Emergency Coordinator or the nearest emergency response official (Capital Security or Fire Department).
4. Proceed directly to the primary relocation site (**Armory**).
 - a. If the primary site is unavailable (doors locked or the space is in use) directly employees to the **Secondary Relocation Site (Capitol Mall/park area across Cedar Street directly in front of the Centennial Building)**.
 - b. In the event the Capitol Mall area is inaccessible due to high snow levels/inclement weather or another event, direct employees to the **Tertiary Relocation Site (Elmer Anderson Building Lobby – 540 Cedar Street)**.
5. Once at the relocation site, check your section’s relocation area for employees present and determine if anyone is unaccounted for.
6. If you suspect that anyone is unaccounted for, notify the nearest emergency response official (Capital Security or Fire Department).
7. Help to coordinate the return of employees to the facility once the “all clear” has been given by the Building Emergency Coordinator and/or Capitol Security.

Division Monitors

During an Evacuation:

1. If safe to do so, perform a check of your **DIVISION** to ensure all personnel and visitors are evacuating and provide assistance to anyone that may be in need.
2. Move as quickly as possible to the nearest safe exit.
3. Proceed directly to the relocation site and assist the Floor Warden with checking your relocation area for employees present and determining if anyone is unaccounted for.
4. Help to coordinate the return of employees to the facility once the “all clear” has been given by the Building Emergency Coordinator and/or Capitol Security.

Employees and Visitors

During an Evacuation:

1. Respond to emergency situations in a calm and orderly fashion.
2. Move as quickly as possible to the pre-assigned evacuation site.

Note

- Employees (including Floor Wardens and Division Monitors) should not re-enter or travel further up into the building at any time during an evacuation unless it's necessary to provide assistance or access an alternate exit.
 - **ALWAYS PROCEED DIRECTLY TO THE NEAREST SAFE EXIT ONCE THE ALARMS HAVE SOUNDED.**
- Under **NO** circumstances are you to use **ANY** of the elevators during an emergency relocation or evacuation.
- Staff to fill in as needed in the event that Floor Wardens and Division Monitors are unavailable at the time of an incident to fulfill their responsibilities.
- Communications to be affected through the most efficient means available at the time.
 - Person-to-person = at the relocation area or front of the building.
 - Cell phone or land line = Capital Security Switch Board = **9 - 651 296-2100.**

III. Procedures for Mobility Impaired Employees

- Employees with temporary or permanent mobility impairments, or those who feel they would be unable to evacuate the building in a timely manner due to a personal health condition, may choose to select two Evacuation Assistants to provide aid during an emergency.
- Mobility impaired employees and their Evacuation Assistants should form a plan to meet in a specific area of the workplace for all emergencies to eliminate lost time spent looking for each other before actually evacuating the area. Near, but not inside the central stairwells would be a good area to meet.
- Once at the predetermined location (central stairwell) the Evacuation Assistant(s) will assist the mobility impaired employee in evacuating the building.
- If safe to do so, the Evacuation Assistant will remain with the mobility impaired employee if they are unable to evacuate.
- The Evacuation Assistant will then instruct a fellow employee (Floor Warden, Division Monitor, or another Evac Assistant) to leave and report to the Building Emergency Coordinator or Building Security Guard the location of the mobility impaired employee and remaining Evacuation Assistant.
- These individuals will remain at this location until their rescue is assisted by St. Paul Fire Department personnel. If, due to building conditions, they are unable to remain at this location, they will relocate to an area behind doors (an office or conference room), and will call **9-911** to advise them of their relocation.
- If the mobility impaired employee is in another area of the building, or one or both of the Evacuation Assistants is not available to help, the mobility impaired employee will ask for assistance from other individuals evacuating the building.

IV. What To Do If You See Fire or Smoke

When fire or smoke is observed and no alarm has been sounded, employees should:

1. Immediately call **9-911** reporting the location and nature of the fire and then call Capitol Security at - **9-651-296-2100** to assure they're notified of the situation.
2. Evacuate immediately if the fire is too large or could block your exit. Fight the fire only if all the following are true:
 - The fire is confined to a small area; e.g., a waste basket.
 - The fire department has been notified.
 - You have a way out and can fight the fire with your back to an exit.
 - You have the proper extinguisher and know how to use it.
3. If safe to do so, assist any employees endangered by the fire while evacuating.
4. Move to the nearest exit:
 - Check the door with the back of the hand before opening; if it is hot, move to the alternate exit. If the door is not hot, open slightly to check for fire, odor or smoke. If only moderate amounts of odor or smoke are detected, prop the door open and have a volunteer check to see that the route is clear before having others proceed. If strong odors, smoke or fire are encountered, close the door and move to the alternate exit.
5. If safe to do so, assist Evacuation Assistants in ensuring that all mobility impaired employees are in a smoke-free area (stairwell) or out of the building. Evacuation Assistants will notify the Building Emergency Coordinator or emergency response official (Capital Security or Fire Department) of person(s) remaining in the building who need to be evacuated.
6. **IF YOU HAVE ANY INFORMATION RELATING TO THE INCIDENT...**
report directly to a Building Emergency Coordinator or emergency response official (Capital Security or Fire Department) at the front of the building.
 - nature of/reason for the emergency/alarm, etc.
7. Proceed directly to your relocation site.

V. What To Do If You Suspect a Natural or LP Gas Leak

When an unidentified odor is observed and no alarm has been sounded:

- Immediately notify Capitol Security and MDA Human Resources “in person”.
- If you cannot locate Capitol Security or MDA Human Resources staff in person, call Capitol Security at **651-296-2100** or **9-911** and MDA HR at **651-201-6023** from a location outside the building to report the situation. DO NOT use a telephone within the building. Capitol Security will dispatch the fire department.
- Initiate the evacuation plan and notify your Floor Warden and/or Division Monitor to evacuate the whole building.
- The Floor Warden will notify the Building Emergency Coordinator and/or Alternate if readily available along with all other Floor Wardens as they evacuate the building.
- DO NOT use light switches, telephones, cellular phones or other devices that may produce a spark.

VI. What To Do When The Fire Alarm System Is Activated

When the alarm begins, the Floor Wardens will:

- Immediately move to the designated exit. Check the door with the back of the hand before opening; if the door is hot, move to the alternate exit. If the door is not hot, open slightly to check for fire, odor or smoke. If only moderate amounts of odor or smoke are detected, prop the door open and have a volunteer check to see that the route is clear before having others proceed. If strong odors, smoke or fire are encountered, close the door and move to the alternate exit.
- Assist any employees endangered by the fire if it is safe to do so.
- Direct employees and any visitors to the evacuation site.
- Remind individuals assigned as Evacuation Assistants and mobility impaired employees to meet in their pre-determined area and evacuate.

VII. What To Do When Severe Weather Threatens

Action to take at work (during business hours):

Notice of weather-related threats; e.g., tornadoes, severe storms or blizzards, will usually be initiated by the National Weather Service (NWS). Both the NWS and local radio stations are monitored by Capitol Complex Security and the Building Emergency Coordinators. In the event the building becomes endangered by a storm, the Building Emergency Coordinator will issue relocation orders through the front desk security guards via the building PA System.

When the relocation order is given, the Division Monitors will:

- Direct employees and any visitors to move away from windows and move to the assigned safe areas on first floor. See list on **Page 23** and corresponding maps of the first floor severe weather relocation areas. If no safe area has been assigned, move to the center of the building.
- Remind individuals assigned as Evacuation Assistants and mobility impaired employees to meet in their pre-determined area and relocate to their pre-assigned safe area.

Once relocated, the Division Monitor will:

- Conduct a head count, *if requested by the Building Emergency Coordinator*, and resolve the where-about of all employees assigned to your division and report the status of your division to the Building Emergency Coordinator.
- Keep employees informed on the status of the emergency.
- Announce the "All Clear", when authorized by the Building Emergency Coordinator.

Action to take at home (during Non-business hours):

In the case of severe weather emergencies, all employees are asked to monitor local radio and television stations. The closure of state offices will be announced by DOER on the radio prior to shift start times and will also be posted on the DOER home page under the "Featured Links" section. In addition, an outgoing message will be placed on the MDA Employee Mainline (651) 201-6000 for those staff that wish to call in to determine the status of building closures. Closure after the start of the shift will be announced by the Building Emergency Coordinator or Capitol Security. Supervisors should ensure that their hearing impaired employees are made aware of the closure of state offices (e.g., ensure that employees have made arrangements with their Evacuation Assistants, supervisors, relatives or friends to be contacted through the use of the Minnesota Relay Service or some other means).

VIII. What To Do In A Medical Emergency

If serious injury or illness occurs in your area immediately dial, or have someone call, **9-911** and then call Capitol Security at - **9-651-296-2100** to assure they're notified of the situation.

Be prepared to give the following information:

- the exact location of the emergency
Freeman Office Building • 625 North Robert, St. Paul, MN 55107
- room number or floor.
- suggest an entrance to use.
- the symptoms of the victim.
- your name and call back phone number.

If you are the first one on the scene, in addition to calling 9-911 for assistance, try to find out the following information from the individual:

- Are they responsive (call for help if needed)?
- What is their name and birth date?
- Where and when did the symptoms occur?
- Any history of medical problems (heart, diabetes)?
- Is there a certain physician they would like you to contact?

If necessary (and you or someone else near the scene is trained to do so) administer CPR using one of the automated external defibrillators (AEDs) located in the third floor neighborhood centers or first floor south atrium.

Remember your ABCD's:

- Airway
- Breathing
- Circulation
- Defibrillation

Support the victim's medical needs:

- For injury, do not move the victim; try to keep the victim still.
- For bleeding, apply direct pressure to stop the flow; elevate the wounded area if possible. Severe bleeding must be stopped; some movement may be necessary. For chest pains, get the victim off their feet, be reassuring and do not leave them alone.
- For drug overdoses or poisonings, render first aid, if possible, and retain any remaining pills, drugs or containers if available. Follow any emergency procedures listed on the container.
- Send a representative if available to the front entrance and have them guide Capitol Security and the emergency personnel to your location.

CPR READY REFERENCE

Victim has a pulse - Perform rescue breathing, give 1 breath every	- 5 Seconds
Victim has “No” pulse - Locate one of the AED’s in the building (3 rd floor elevator lobbies) and follow directions on inside panel - Locate compression landmark	- AED is completely automated (voice prompted). Open the front cover and follow the audio instructions - Trace ribs into Notch, One Finger on Sternum
Compressions are performed with	2 Hands stacked, heel of on hand on Sternum
Rate of compressions per minute	80 – 100
Compression depth	1 ½ - 2”
Ratio compressions to breaths for one rescuer	30:2
Ratio compressions to breaths for two rescuers	5:1

For illness or injury of a less severe nature, contact Capitol Security at - **9-651-296-2100** — and provide them with all the information you have.

IX. What To Do In Case Of A Bomb Threat

WRITTEN BOMB THREATS

Immediately report to Capitol Security at **9-651-296-2100**

BOMB THREAT CALLS - VOICE MAIL / E-MAILS

When a threatening call is received, if safe to do so;

- Attempt to determine:
 - Time set for detonation
 - Location of the bomb
 - Name of the caller
 - Why the bomb was set (motive)
- Description of the device and type of explosive
- Make note of the following about the caller:
 - Gender
 - Type of speech
 - Accent, words used, etc.
- Notify Capitol Security immediately at 9-651-296-2100.

E-Mail / Voice Mail

- Don't forward the message to anybody
- Don't close the threatening email
- Limit the number of times an audio message is replayed.
- If you receive either of the above, notify Capitol Security Immediately at 9-651-296-2100

Responsibilities:

If the level of the threat is at such a point where evacuation is not immediately warranted, you may be instructed to conduct a visual inspection of your immediate work areas.

Building Employees and Emergency Staff (Floor Wardens, Coordinators, etc.)

- Conduct a **Visual Inspection** of all private areas/offices and supply/copy/file rooms for anything unusual, suspicious or out of place.
- **DO NOT TOUCH OR MOVE ANY SUSPICIOUS OR UNIDENTIFIABLE ITEMS.**
- If you identify anything, immediately report to Capitol Security at 9-651-296-2100
- Turn room chairs over to indicate the room/area has been checked

Maintenance and Janitorial Personnel

- Conduct a **Visual Inspection** of all elevator shafts, maintenance closets, stairwells etc. for anything unusual, suspicious or out of place
- **DO NOT TOUCH OR MOVE ANY SUSPICIOUS OR UNIDENTIFIABLE ITEMS.**
- If you identify anything, immediately report to Capitol Security at 9-651-296-2100

Capitol Security

- Check interior public areas of building (bathrooms, lobbies, hallways, and cafeteria area)
- Check exterior perimeter of building including all trash receptacles, bushes, etc)
- Check relocation points for secondary devices

Announcements:

If a threat is received, the Building Emergency Coordinator or Capitol Security will use the building P.A. system to announce: “A potential threat has been received in the building; all employees check your areas of responsibility for any unidentifiable suspicious packages or items.”

If a suspicious package or device is found, announce: “An unidentifiable package has been located, evacuate (area).”

Capitol Security will secure the immediate area in which the device is found and assure that the device is not disturbed.

The Police Bomb Disposal Unit, upon arrival at the site, will assume complete authority over the device, including removal and disposal.

To evacuate the entire building announce: “Please evacuate the building immediately and report to your designated relocation area.”

In the event an object that appears to be a bomb is found, the caller indicates the device will detonate in a specified amount of time and/or a thorough search would be dangerous, an order to immediately evacuate the building will be made. The decision to evacuate the building will be made by the Building Emergency Coordinator in conjunction with Capitol

Security.

In the event of an evacuation of the building:

- All persons will follow the approved fire evacuation routes as per the current Building Emergency Procedures. Unless it would impede a timely egress from the building, employees should take coats, purses and car keys with them when they evacuate.
- In the event a device is found close to a stairwell or exit, an announcement will be made directing occupants to avoid those areas.
- Employees should reassemble at their designated primary, secondary or tertiary relocation site as instructed by Capitol Security.
- Keep in mind that different methods of communication may be used to initiate a building evacuation depending on the threat level (fire alarm, PA system, word of mouth, etc.).

Re-entry:

No one should re-enter the building until the “all clear” is given. Capitol Security, in conjunction with the Building Emergency Director and other Emergency Response officials shall make this determination.

X. What To Do If The Power Goes Out

Should your area experience a power outage, ensure that the appropriate Facilities Support staff in your department are aware of the situation and remain at your work station. Turn off all electrical equipment including computers, printers, copiers, etc. Back-up emergency lighting throughout designated areas in the building will automatically energize. After a short delay, the emergency generator will start up providing power to designated essential systems.

Facilities Support Staff will:

- A. Contact the appropriate entity (Admin / Plant Management, Excel Energy, etc.) to determine the cause of the incident and to ascertain the approximate time the outage will last.
- B. Notify the Commissioner's Offices and appropriate divisions.
- C. Check with the appropriate entities periodically for updates as to whether approximate power restore times have changed.

Floor Wardens will guide employees to illuminated areas, monitor central corridors and lobbies and make sure equipment is turned off. All Floor Wardens will be equipped with flashlights.

In the even that power will be out for an extended period of time, the MN Department of Employee Relations (DOER) will be notified by the Commissioner's Offices to discuss alternate work arrangements.

XI. What To Do If The Phones Go Dead

Should your area experience a loss of phone service, contact your department's Information Services Division immediately.

Remember, loss of phone service can be very serious; it is usually your most important form of outside communication in the event of an emergency.

Any further action will be issued through the Building Emergency Coordinator.

XII. What To Do If You are Trapped in an Elevator

- Remain calm and use the phone located in the elevator to call Capitol Security.
- You will be connected to Capitol Security Dispatch Center.
- Capitol Security will remain on the phone with you, DO NOT hang up.
- Tell dispatcher what is happening to help you remain calm.
- If you hear any unusual sounds or alarms, inform the dispatcher.
- Capitol Security will check out what is happening and let the dispatcher know so they can communicate that to you.

XIII. What To Do If There Are Civil Disturbances Or Demonstrations

If disturbances occur in your area, immediately contact Capitol Security - **9-651-296-2100** — and provide them with all the information you have.

Also contact the Building Emergency Coordinator(s) - **9-651-201-5771** or **9-651-201-6640** — and they will issue any further instructions or procedures.

Remind employees in your area to remain calm, continue working if possible, stay out of harm's way and be prepared to secure or restrict access to confidential records.

If disturbance is outside of the building, the Emergency Coordinator will:

- keep building occupants advised of any threatening conditions.
- advise the building occupants of areas to avoid.
- direct any media attention to the proper Agency Public Information Officer(s).

XIV. What To Do If There Is a Building Lockdown

Security threats, notification and lockdown

Any time you identify or witness a security threat, immediately call Capitol Security at **9-651-296-2100** to report the location and nature of the incident.

Certain external or internal security threats may require a building lockdown to protect staff and minimize exposure to danger.

- Active shooter on the Capitol Complex.
- Hostile/aggressive protesters, etc.

Procedure

1. During events requiring a building lockdown, Capitol Security or a Building Emergency Coordinator will announce there is an imminent threat via the PA system, email, phone or in person.

The message will briefly describe the situation along with necessary instructions.

Example:

- *Attention; May I please have your attention for the following security announcement:*
 - *A security threat has been identified within the Capitol Complex requiring a building lockdown.*
 - *Do not exit the building.*
 - *Please relocate to a secured area until further notice. Thank you.*
2. Depending on the nature and timeframe of the threat, all doors within the building may be electronically or physically locked by Capitol Security.
 - Keycard access will not function to enter the building or open an interior door.
 - You will only be able to exit through doors if instructed to evacuate the building.
 3. Take shelter within a room or office capable of being locked, move away from windows and doors.
 4. If instructed to do so and/or you are in imminent danger:
 - Evacuate the building using a designated evacuation route.
 - Assemble at the designated relocation area(s).
 5. Capitol Security will coordinate building security measures in conjunction with local law enforcement, fire and emergency medical services (EMS) to resolve the threat.
 6. Follow all instructions issued by law enforcement officials during the lockdown.

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7. If contacted by law enforcement officials outside of your locked area:
 - Indicate your area is safe by stating "all clear."
 - Do not open any locked doors unless told to do so by law enforcement officials displaying proper identification.
 - Follow all instructions issued by law enforcement officials for evacuation and relocation.

 8. Once the threat is resolved, Capitol Security or a Building Emergency Coordinator will issue the "all clear" via the PA system, email, phone or in person.

XV. What To Do If There is a Hostage Situation

Evacuate, notify Law Enforcement, and provide information:

If you are the first person to discover a hostage situation or suspect someone has a weapon, evacuate the area if possible and find a safe area to notify the authorities. Immediately dial **9-911** and then call Capitol Security at - **9-651-296-2100** to assure they're notified of the situation. Provide them with any information you were able to gather from the situation.

Use the following questions as your guide:

- Can this person be approached or controlled without the use of force?
- How many individuals are involved?
- What kinds of weapons do they have?
- What is their demeanor?
- Is negotiation an option?

Contact the Building Emergency Coordinator(s) - 9-651-201-**5771** or 9-651-201-**6640** — and they will issue any further instructions or procedures, as well as notify all the Floor Wardens via telephone so they can secure their floors.

Evacuate others:

If safe to do so, evacuate all other individuals who can be safely removed from the vicinity.

Protect in place:

If you cannot evacuate, avoid heroics. Don't threaten or intimidate. Keep at a safe, non-intimidating distance. Keep your hands clearly visible. Avoid abrupt, sporadic movements.

Remind employees in your area to remain calm. The more intense the situation, the greater the need for calmness. Advising someone to remain calm is much easier than putting that calmness into practice; however, it is critically important to avoid escalating the incident's intensity. Look for a safe place to take cover. Be thinking about a potential escape plan for yourself and others.

If individuals are to hold their position, they should be advised to stay away from windows, drop to the prone position, take cover and wait for the all clear signal.

Keep the blinds or windows open in an area where the hostage situation is taking place. This will help law enforcement in monitoring the situation.

Once Law Enforcement or Capitol Security arrives, they will:

- isolate the perpetrator from other innocent bystanders or potential victims. For example, they will ask the perpetrator to come to another location or attempt to dismiss his/her audience.
- secure the perimeter. It is important to prevent other staff, or visitors from entering the high risk zone.
- obtain a floor plan from Capitol Security.
- if Capitol Security is the first on the scene, they should meet law enforcement officials at a pre-designated location so that they can be promptly escorted or directed to the crisis area.
- when the individual who allegedly has the weapon leaves the building, the building should be secured so the individual is not allowed to return.

Report anyone suspected of possessing a weapon to law enforcement. A weapon in the work environment is not simply a disciplinary matter. Law enforcement officials who are trained in disarming individuals should be involved.

These guidelines may not apply in every situation. The materials are provided by Dr. Ronald D. Stevens, Director of the National School Safety Center, in conjunction with Teacher's Safety, a teleconference in service for educators; from the Teacher's Workshop.

XVI. What To Do If There is a Threat of Biological Agent

If you or your office receives a letter, which allegedly contains a white powder, unknown or suspicious substance, immediately dial - **9-911** and Capitol Security - **9-651-296-2100** — or the Minnesota Duty Officer - **9-651-649-5451** — then do the following:

1. Ask the person who discovered or opened the letter to place the letter into another container such as a *clear, ziplock bag*. If possible double bag the envelope. The wearing of disposable gloves is also recommended. Taking this step early limits the amount of exposure to all personnel.
2. Minimize the number of people who come in contact with the letter by immediately limiting access to the immediate area in which the letter was discovered or opened.
3. Have the person/s who have touched the letter or envelope wash their hands with soap and water. According to the Centers for Disease Control, decontamination or prophylaxis is not warranted.
4. Move all “uninvolved” people out of the immediate area to a holding area.
5. Ask involved people to remain calm until local public safety officials arrive.
6. Ask those individuals involved with the incident to minimize contact with the letter or their surroundings because this area has become a crime scene.
7. Limited decontamination in the form of a regular soap and water shower and a change of clothing for a person who opened or handled a letter without gloves may be appropriate. The bagging of clothing is recommended until analysis of the letter contents is completed.

XVII. Evacuation Routes

1. During evacuations, employees and visitors on the ground floor are to proceed directly to the nearest safe exit.
2. Once outside, employees and visitors should proceed directly to the designated relocation site (see next section – page 19).
3. When heading down from the 2nd, 3rd, 4th or 5th floors, the building population will funnel down the **CENTRAL STAIRWELLS**. There are three central stairwells in the building (one in each “Area” - A, B and C). The stairwells are located in the center of each “Area” next to the Neighborhood Centers and across the hall from the restrooms.
4. “Area A” should evacuate out through the back exit on the Southwest side of the building (directly down the corridor south of the stairwell) and proceed West on Columbus Avenue toward your designated relocation site.
5. “Area B” should evacuate out through the first floor tunnel, proceed through the Centennial Parking Ramp onto Columbus Street, and then head West toward your designated relocation site.
6. “Area C” should evacuate out through the North exit (**located on the 2nd floor**), head West on Martin Luther King Blvd., and then South down Cedar Ave. toward your designated relocation site.
7. If any route or exit is blocked or unsafe for any reason, proceed directly to the nearest alternate safe exit.

Note

- Employees (including Floor Wardens and Division Monitors) should not re-enter or travel further up into the building at any time during an evacuation unless it's necessary to provide assistance or access an alternate exit.
 - **ALWAYS PROCEED DIRECTLY TO THE NEAREST SAFE EXIT ONCE THE ALARMS HAVE SOUNDED.**
- Under **NO** circumstances are you to use **ANY** of the elevators during an emergency relocation or evacuation.
- The east side (glass) stairwells at the front of the building are **NOT** to be used unless passage down your primary route (central stairwell) is blocked.
- Staff to fill in as needed in the event that Division Monitors are unavailable at the time of an incident to fulfill their responsibilities.
- Communications to be affected through the most efficient means available at the time.
 - Person-to-person = at the relocation area or front of the Lab building.
 - Cell phone or land line = Capital Security Switch Board = **651 296-2100**.

XVIII. Relocation Sites:

1. After evacuating the building, employees and the general public will report directly to the **Primary Relocation Site (National Guard Armory – 600 Cedar Street directly West of the Lab Building)** during business hours
 - After 4:30 pm, the building will evacuate to the **Green Level** in the Centennial parking ramp (directly Northwest of the Lab Building).
2. Once at the Armory, enter the building through the first open door (far left glass door on the North side / front entrance) and proceed to your division's relocation area.
3. If the doors are locked or the Armory is in use, proceed directly to the **Secondary Relocation Site (Capitol Mall/park area across Cedar Street directly in front of the Centennial Building)**.
4. Once inside the Armory, proceed directly to your assigned relocation zone. The Armory space is divided into 6 white-lined volleyball courts that each area of the building is assigned to. See attached map of the "Freeman Building - Armory Relocation Zones".
5. If the situation deems it necessary (such as a catastrophic incident or multiple building evacs), Capitol Security may also direct the occupants of both buildings to the **Secondary Relocation Site (Capitol Mall/park area across Cedar Street directly in front of the Centennial Building)**.
6. In the event the Capitol Mall area is inaccessible due to high snow levels/inclement weather or another event, employees and the general public will be directed to the **Tertiary Relocation Site (Elmer Anderson Building Lobby – 540 Cedar Street)**.
 - See attached maps for more info.

XIX. Severe Weather Shelter Relocation Areas

Floor #	Divisions	First Floor Relocation Areas	Approx Pop.	Area #
1A	MDA - Testing	Testing Rm A116 and Open Office A114	6	18
	MDA - Ag. Mktg. Services	Neighborhood Center A132	17	15
	MDH - Human Resources	Badging Room A124	22	14
1B	First Floor Conf. Rooms	Shelter in Place	Varies	11 or 12
1C	MDH - Library	Shelter in Place	5	6
2A	MDA - PFMD	Testing Rm A116 and Open Office A114	67	18
2B	MDA - IT	Conference Room B145	18	12
	Mailroom	Conference Room B145	7	12
2C	MDH - Finance	MDH Library C135	33	6
	MDH - Facilities Mgmt.	MDH Library C135	11	6
	MDH - OEP	MDH Library C135	29	6
	MDH - Information Systems	MDH Library C135	39	6
3A	MDA - Plant Protection	Hallway A144	25	13
	MDA - Dairy, Food & Meat	Hallway A133	28	16
3B	MDH - IDEPC Acute Dis.	Conference Room B144	81	11
	MDH - IDEPC Director	Hallways B137 and B138	28	10
3C	MDH - EH Surveillance	MDH Library C135	25	6
	MDH - EH Health Services	Conference Room C127	38	5
	MDH - EH AIALR	Conference Room C126	40	16
4A	MDA - Finance and Budget	Cooridor A144	14	13
	MN Board of Animal Health	Cooridor A144	23	13
	MDA - Ag Development	Cooridor A134	25	17

Floor #	Divisions	First Floor Relocation Areas	Approx Pop.	Area #
4B	MDH - IDEPC STD/HIV	Conference Room B107	48	7
	MDH - IDEPC Immunization	Hallways B110, B116 and B117	68	8
4C	MDH - EH Well Mgmt.	Hallways C118 and C131	25	1
	MDH - EH Drinking Water	Hallways C118 and C131	63	1
	MDH - EH Div. Services	Hallways C118 and C131	24	1
	MDH - EH Director	Hallway C120 and C140	3	3
5B	MDA - Commissioner's	Hallways B110 , B116 and B117	15	8
	MDA - Human Resources	Hallway B124	7	9
5C	MDH – Executive Office	Hallway C115	10	2
5C	MDH - Mgmt / Ad Services	Hallways C120 and C140	18	3
5C	MDH - Minority Health	Hallways C120 and C140	10	3
5C	MDH - Communications	Hallways C120 and C140	9	3

XX. Floor Warden / Division Monitor List

Floor #	Floor Wardens		Divisions	Division Monitors	
1A	Joe Spitzmueller		MDA - Testing	Xia Moua	
				Sue Steen	
	Jim Johnson		MDA – Ag Marketing Serv.	Doug Spanier	
				Mavis Berg	
	Tom Jahnsen		MDH - Human Resources	Cathy Woodbury	
1B	Building Receptionist		First Floor Conf. Rooms		
1C	Connie Neuman		MDH - Library	Marie Jones	
2A	Jenny Hance		MDA - PFMD	Jennifer Hayes	
	Gary Braun			Carol Durden	
2B	David Allen		MDA - IT	Jason Andrews	
				Matt Tillotson	
	Joyce Walkosz		Mailroom	Rose Boulos	
	Chuck Gibbons			Ashley Scharffbillig	
2C	Robert Hansen		MDH - Finance	Earl Rook	
	Andy Offerdahl		MDH - Facilities Mgmt.	DAnn Topoluk	
	Tina Firkus		MDH - Emer. Preparedness	Megan Thompson	
	Judy Hammerstrom		MDH - Info. Systems	Keith Hammel	
3A	Chuck Dryke		MDA – Ag Development	Judy Wickham	
	Sandy Dunn		MDA - Dairy, Food & Meat	Mary Horvath	
	Leah Moreland			Deb Gennow	
3B	Elly Pretzel		MDH - IDEPC Acute Dis.	Valerie Solovjovs	
				Francine Fieldman	
	Elly Pretzel		MDH - IDEPC Director	Valerie Solovjovs	
3C	Chuck Stroebel		MDH - EH Surveillance	Nancy Rice	
	Daniel Symonik		MDH - EH Health Services	Scott Henderson	
	Clara Vanasperen			Arthur Kjelshus	
	Tim Donakowski		MDH - EH AIALR	George Johns	
	Dan Miller			Dale Dorschner	
4A	Mike Zabel		MDA - Finance and Budget	Jeff Mittelholtz	
				Linda Jenson	
	Barb Troyer		MN Board of Animal Health	Mary Leland	
	Helen Woodford			Bethany Hahn	

Floor #	Floor Monitors	Divisions	Division Monitors
4A	Bob Patton	MDA – Plant Protection	Diane Windham
4B	Paula Naughton	MDH - IDEPC STD/HIV	Steve Schletty
		MDH - IDEPC Immun.	Karen Regan
4C	Mike Convery	MDH - EH Well Mgmt.	Ed Schneider
	Trudi Witkowski	MDH - EH Drinking Water	Stew Thornley
	Gerald Smith		
	Doug Benson	MDH - EH Div. Services	David BW Jones
		MDH - EH Director	
5B	Pat Shier	MDA - Commissioner's	Linda Westrom Brenda Fitzgerald
	Russ Havir	MDA - Human Resources	Susan Miller Sherry Thomas- Berry
5C	Toni Gillen	MDH - Commissioner's	Sandy Pizzuti
	Paula Bastian	MDH – Legal Unit	
	Mary Johnson	MDH - Minority Health	
		MDH - Communication	Doug Schultz

XXI. Appendix

Freeman Maps

- Emergency contact info
- Evacuation relocation sites
- Severe weather relocation areas
- Building evacuation routes