
Lab Building Emergency Procedures

MDA / MDH Lab Building • 601 Robert Street North - St. Paul, MN 55155



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LAB BUILDING EMERGENCY CONTACT NUMBERS

Building Emergency Coordinators

MDA Doug Bakker 651 201-6564 Gary Horvath 651 201-6563 Tony Becker 651 201-6640

MDH Allen Broderius 9-651 201-5572 Tim Myers 9-651-201-4974

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 MDA / MDH Lab 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 MDA / MDH Lab 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 St Paul 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. After the entire building has evacuated and emergency crews have arrived proceed to the relocation site.
4. 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.

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.
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.

Employees

During an Evacuation:

1. If safe to do so, perform a check of your **SECTION/AREA** 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.

Note

- Employees (including Floor Wardens) 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.

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- Staff to fill in as needed in the event that Floor Wardens 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 = **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 one of the two stairwells would be a good area to meet.
- Once at the predetermined location (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 or another Evac Assistant) to leave and report to the Building Emergency Coordinator or emergency response official (Capital Security or Fire Department) 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. If safe to do so, shut down / stabilize any critical lab procedure(s) that may pose a threat to employees or the facility if left unattended. Fully close the sash of any fume hood(s) you're performing analysis in.
3. 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.
4. If the fire cannot be contained, initiate the evacuation plan (pull the nearest alarm – located adjacent to every exit from the Lab Building).
5. If safe to do so, assist any employees endangered by the fire
6. 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.
7. 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.
8. **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.
9. 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:

1. Immediately search your area for a source and shut off gas supply if possible.
2. If you can not find the source, shut down / stabilize any critical lab procedure(s) that may pose a threat to employees or the facility if left unattended. Fully close the sash of any fume hood(s) you're performing analysis in.
3. Notify Capitol Security and applicable lab management of the odor "in person" or from a phone outside of the building, DO NOT use a telephone inside the building. Capitol Security will dispatch the fire department.
4. If you cannot locate Capitol Security in person, call them at **9-651-296-2100** or **9-911** from a location outside of the building and report the situation.
5. Initiate the evacuation plan and notify your Floor Warden to evacuate the whole building.
6. The Floor Warden will notify one of the Building Emergency Coordinators if readily available along with all other Floor Wardens as they evacuate the building.
7. 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, employees will:

1. If safe to do so, shut down / stabilize any critical lab procedure(s) that may pose a threat to employees or the facility if left unattended. Fully close the sash of any fume hood(s) you're performing analysis in.
2. Immediately move to the nearest safe 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.
3. If safe to do so, assist any employees endangered by the fire.
4. Direct other employees and any visitors to the relocation site.

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.

When the relocation order is given, employees will:

1. Shut down / stabilize any critical lab procedure(s) that may pose a threat to employees or the facility if left unattended. In addition, to fully close the sash of any fume hood(s) they're performing analysis in.
2. Help direct other employees and any visitors to relocate to the first floor of the same quadrant you work in (A1, A2, B1, B2) in an area away from exterior windows (toward the center of the building).
3. 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 Floor Warden will:

1. Conduct a head count, ***if requested by the Building Emergency Coordinator***, and resolve the where-abouts of all employees assigned to your section and report the status of your section to the Building Emergency Coordinator.
2. Help to coordinate the return of employees to their workstations once the "all clear" has been given by the Building Emergency Coordinator and/or Capitol Security.

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 9-651-201-6000 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 be prepared to give the following information:

- the exact location of the emergency
- **MDA / MDH Lab Building - 601 North Robert Street - St. Paul, MN 55155**
- 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**), try to find out the following information:

- 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 and/or use the automated external defibrillator (AED) located behind the first floor security desk.

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 (1 st floor security desk) 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. If safe to do so, shut down / stabilize any critical lab procedure(s) that may pose a threat to employees or the facility if left unattended. Fully close the sash of any fume hood(s) you're performing analysis in. Turn off all non-essential 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 appropriate section supervisors, division directors, staff and other necessary department management (Commissioner's Offices).
- C. Check with the appropriate entities periodically for updates as to whether approximate power restore times have changed.

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 necessary information 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) - **9-651-201-5572 or 9-651-201-6564** — 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 appropriate 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 immediately dial — **9-911** or Capitol Security - **9-651-296-2100** — from a safe location. 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) - **9-651-201-5572 or 9-651-201-6564** — 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 Spill

Assess the situation:

1. Determine what material has spilled, how much has spilled, and where the spill has occurred.
2. Determine if any one has been exposed or injured, or if there is immediate potential for injury as a result of the spilled material.

Determine course of action:

1. Spills that occur inside a secondary container (fume hood) are usually small enough in size and can be contained by using absorbent materials and closing the hood.
2. If a spill occurs outside of secondary containment, evacuation and clean-up procedures will be dependent on the MSDS instructions.
3. If a chemical spill blocks an exit and can't immediately be cleaned up, all lab employees will be notified.
4. If a spill occurs that does not affect the building office areas, notification of lab employees will be effected by the intercom system.
5. In the event of a large spill that could affect the entire building, the St. Paul Fire Department will be summoned and the building will be evacuated.
6. Alarm activation switches are located adjacent to all emergency exits.

Clean up the spill:

1. Do not attempt to clean up a spill or stop a leak if the spill is too great or you believe you'll be putting yourself in danger.
2. If in doubt, call the MN Poison Control Hotline (1-800-222-1222) to obtain further instructions (posters and phone stickers located throughout the lab).
3. Identify material(s) spilled, determine if person(s) have been exposed, and isolate the area to prevent others from being exposed.
4. Contain and clean up the spill.
 - Clean up can only be performed by qualified/trained employees or an outside contractor.
 - Clean up will be accomplished through the use of the spill clean up supplies located in each section and on various mobile spill carts located throughout the lab.
 - Place an absorbent dyke around the spilled material to help contain it to a small area.
 - Place some absorbent material over the spill to help soak it up.
 - Clean up the entire contained spill and place the material in a proper disposal container.
 - Mark the container with the words "Hazardous Waste", the name of the chemical that was spilled, and date the spill occurred.

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5. If the spill has the potential for contaminating the environment outside of the building contact the MN Duty Officer to report the incident.
 6. Notify your department's Chemical Hygiene Officer, applicable Lab management, and department Safety and Health Personnel.
 7. Record all pertinent information on an applicable Incident Report Form.

Coordination with outside services:

1. If a spill is determined to be too hazardous or too large for the lab staff an outside service will be called.
2. 9-911 will be contacted if the spill poses an immediate danger to occupants of the building.
3. For spills of hazardous materials that could potentially reach the outdoors or the sewer system contact the MN Duty Officer: (651) 649-5451 or 1-800-422-0798
4. An environmental contractor will be called if the release is too large or hazardous for lab staff to contain or clean up.

Medical Attention:

1. In the event of an eye or skin exposure to a hazardous material, immediately flush the area using eye washes or showers as necessary.
2. For situations that require immediate medical attention ensure that emergency medical personnel are contacted by dialing **9-911**.
3. For toxicity information relating to an ingestion of a material contact the MN Poison Control Hotline: 1-800-222-1222
4. For less urgent injuries requiring medical attention drive the injured person to the designate clinic, HealthPartners Occupational Medicine, 205 S. Wabasha St., Saint Paul, 952-967-7470 (Appointment Center).
5. For all events that involve an injury, a *First Report of Injury Form* shall be completed and submitted to the Human Resources Division.

Important Numbers:

- MN Duty Officer: (651) 649-5451 or 1-800-422-0798
- MN Poison Control Hotline: 1-800-222-1222
- MDH Safety and Health Staff:
 - Allen Broderius (651) 201-5572
- MDA Safety and Health Staff
 - Tony Becker (651) 201-6640
 - Doug Bakker (651) 201-6564

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

If you or your office / lab 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.
- For more detailed information refer to the Lab Services Division “Bio-Safety Response Plan”.

XVIII. 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 relocation site (see next section).
3. When heading down from the 2nd or 3rd floors the building population will funnel down the **EAST AND WEST SIDE STAIRWELLS**. There are two main stairwells in the building (one in A1 and one in A2) located on the far east and west sides of building.
4. The west side of the building (A1 and B1) should evacuate out through the back exit on the west side of the building (directly down the corridor north of the stairwell) and head west along Columbus Street toward the designated relocation site.
5. The east side of the building (A2 and B2) should evacuate out through the east exit at the front of the building (man door at the bottom of the stairwell) and head west along 12th Street toward the designated relocation site.
6. 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) 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 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**.

XIX. Relocation Sites

1. After evacuating the building, employees and the general public will report directly to the **Primary Relocation Site (National Guard Armory – 200 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 section'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 lab is assigned to. See attached map of the "MDA / MDH Lab 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 details.

XX. Appendix

- Lab Maps / Diagrams
- Floor Warden / Section Monitor List
- Bio-Safety Response Plan