

Administration Emergency Plan

50 Sherburne Ave, St. Paul MN 55155



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1 INTRODUCTION:

This plan is designed to provide guidelines for responding to emergencies within the Administration. 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.

1.1 EMERGENCIES EVACUATION OF THE BUILDING MAY INCLUDE:

- Fire, flame or smoke
- Floods
- Bomb threats
- Utilities (i.e., electrical, gas, sewer or water)

1.2 EMERGENCIES REQUIRING “SHELTER-IN-PLACE” AND/OR RELOCATION TO A SAFE AREA WITHIN THE BUILDING MAY INCLUDE:

- Weather related (i.e., tornadoes, blizzards)
- Civil disturbances or demonstrations,
- Chem., bio, or radiological contaminants
- Hostage situations.

1.3 WHAT ACTIONS SHOULD EMPLOYEES AND VISITORS WITH MOBILITY IMPAIRMENTS KNOW BEFORE AN EMERGENCY OCCURS AT THEIR WORK SITES?

- Be familiar with the emergency evacuation plan.
- Know the pathway to at least two alternative exits from every room/area;
- Recognize the sound/signaling method of the fire/evacuation alarms;
- Know who to contact in an emergency and how to contact them;
- Know how many desks or cubicles are between your workstation and two of the nearest exits so you can escape in the dark if necessary;
- Know where the fire/evacuation alarms are located and how to use them; and
- Report damaged or malfunction safety systems and back-up systems.

1.4 WHAT SHOULD EMPLOYEES AND VISITORS WITH MOBILITY IMPAIRMENTS DO IN A FIRE EMERGENCY?

- Follow the building emergency evacuation plan. Go directly to the nearest fire-free and smoke-free stairwell.
- Note: In some circumstances the only available exit route may contain limited amounts of smoke or fire.
- Listen carefully for instructions over the building's public address system.
- Crawl low, under the smoke to breathe cleaner air if there is a fire. Test doors for heat before opening them by placing the back of your hand against the door so you do not burn your palm and fingers. Do not open a hot door, but find another exit route. Keep "fire doors" closed to slow the spread of smoke and fire.
- Do not use elevators when evacuating a burning building.
- Report to the designated assembly area/meeting place.
- Do not re-enter the building until directed by authorities.

2 GENERAL RESPONSIBILITIES AND DUTIES

2.1 CAPITOL COMPLEX SECURITY 651-296-2100

- Provides continuity of emergency administration within the capitol complex.
- Primary authority for emergencies requiring medical, fire, law enforcement or other assistance not contained within the individual units, divisions or buildings.
- Provides communication to Building Emergency Director and/or Assistant.

2.2 FACILITIES MANAGEMENT DIVISION CONTACT (FMD) 651-201-2300.

2.3 ADMINISTRATION BUILDING MANAGER/DIRECTOR: SAM SHAFER 651-201-2328 (OFFICE)

- Provide a building engineer to work with Capitol Security in emergency response.
- Evacuate Plant Management staff to an agreed assembly area and wait for further instructions.

2.4 SUPERVISORS/MANAGEMENT – OCCUPYING ENTITIES

- Support the Building Emergency Director, Director Assistant, Floor Wardens and Monitors in communicating the building emergency plan and to carry out the commitment to keep people in the building safe.
- Work with employees and visitors with mobility impairments to select two "buddies" to provide assistance to them during an emergency. See “Buddies for Persons with Mobility Impairments”.
- Report missing or unaccounted staff and guests, under an emergency response, to appropriate emergency response personnel.

	Division	Division Head and Contact
Ground Floor	Facilities Management	Chris Guevin
	Capitol Security	Captain. Eric Roeske, Jenny Kane
First Floor		
Second Floor	State Historic Preservation Office	Amy Spong. 651-201-3288
Third Floor	Financial Management and Reporting	Ify Onyiah
	Real Estate and Construction Services (RECS)	Wayne Waslaski 651-201-2548
Fourth Floor		

2.5 BUILDING EMERGENCY DIRECTOR

- Primary authority for developing and maintaining the Administration emergency plan, procedures and communications network.
- Coordinating authority, with Capitol Security and Department of Administration personnel, for the testing and checking of emergency equipment.
- Coordinating authority, with Capitol Security, Department of Administration, and the St. Paul Fire Marshal, for fire safety and evacuation requirements for the Administration.
- Primary authority for issuing emergency and emergency related information to Administration occupants, via the PA system.
- Provide necessary training opportunities in emergency response procedures.

2.6 BUILDING EMERGENCY DIRECTOR ASSISTANT.

- Backup to the Building Emergency Director
- Liaison for the Building Emergency Director to the Floor Wardens.
- Liaison with the Building Emergency Director and the building occupants who have evacuated.
- Liaison with Building Emergency Director and Floor Wardens at the assembly area.
- Authorize building occupants to return to facility once the all clear has been given by the Building Emergency Director and/or Capitol Security.

2.7 FLOOR WARDENS:

- Ensure that Floor Monitor positions are always filled.
- Distribute information pertaining to emergency routes or other special instructions to Floor Monitors.
- Assist Building Director with communicating emergency planning, activities, and training.
- Attend Building Emergency and Safety Committee meetings scheduled by the Building Emergency Director.
- Facilitate emergency procedures for mobility impaired persons by working with Supervisors/Managers.

- During emergencies, check that the floor has been cleared or that building occupants have moved to designated relocation areas.
- Observe that the appropriate procedures have been followed and report the results to the Building Emergency Director or to the Building Emergency Director Assistant.

2.8 FLOOR MONITORS:

- Help to maintain clear aisles and stairwells during periods of emergency.
- Keep building occupants in your area informed of safety procedures, routes, assembly areas.
- Notify the Floor Warden of any missing or absent building occupants, following a building evacuation or relocation activation.
- Release building occupants to return to the building when informed it is safe to do so.

2.9 BUDDIES FOR PERSONS WITH MOBILITY IMPAIRMENTS.

- Employees and visitors with mobility impairments are to work with their Supervisor/Manager to select two "buddies" to provide assistance to them during an emergency. The Supervisor/Manager, the employee and their "buddies" should form a plan to meet in a specific area of the workplace for all emergencies. Their plan should be discussed with the Floor Warden.

2.10 BUILDING OCCUPANTS

- Check to see that fire doors are kept closed.
- Respond to emergency situations in a calm and orderly fashion.
- Move as quickly as possible to the evacuation and/or relocation areas when directed.

3 AFTERHOURS EMERGENCY PROCEDURE – CALLING ‘911’

When an emergency happens within the building and afterhours:

- Dial ‘9-911’ immediately to report the location and nature of the emergency.
 - This will automatically trigger a call to Capitol Security Dispatch, but Dispatch may only receive a number, no location. Dispatch will attempt to call the number they received.
- Notify the Capitol Security Emergency Line (651/296-2100) of the emergency.
- Capitol Security will send an officer to the building to provide access to emergency responders.

3.1 WHAT TO DO IF YOU SEE FIRE OR SMOKE

When fire or smoke is observed:

- Dial '911' immediately to report the location and nature of fire or smoke.
- Then notify Capitol Security Emergency Line (651/296-2100).
- Provide as much information about the incident as possible.

Some Don'ts

- Do not hesitate to begin the evacuation.
- Do not try to return to the building unless you are given the 'All Clear' to return.
- Do not open doors before properly checking for heat intensity, fire, odor or smoke.
- Do not use the elevators.

3.2 WHAT TO DO IF YOU SUSPECT A NATURAL OR LP GAS LEAK

When an unidentified odor is observed:

- DO NOT use the telephone or other apparatus likely to produce a spark.
- Go and speak with Building Capitol Security Officer, located on ground floor.
- Provide as much information about the incident as possible.

Some Don'ts

- Do not hesitate to begin the evacuation. Do not use the elevators.

3.3 WHAT TO DO WHEN THE FIRE ALARM SYSTEM IS ACTIVATED

- Move immediately to a designated exit.
- Accept direction from Floor Wardens and Floor Monitors who will be wearing bright colored vests
- Employees and visitors with mobility impairments are to meet at their pre-determined area.
- Follow evacuation routes as seen on placards posted near exits and elevators.
- Report any unaccounted persons to appropriate authorities
- Do not hesitate to begin the evacuation.

- Do not open doors before properly checking for heat intensity, fire, odor, or smoke
- Do not use the elevators.

3.4 WHAT TO DO WHEN THERE IS A SEVERE WEATHER OR TORNADO WARNING

- Move away from windows and move to assigned relocation areas. (Appendix 2)
- Accept direction from Floor Wardens and Floor Monitors who will be wearing bright colored vests.
- "Buddies" and employees and visitors with mobility impairments are to meet at their pre-determined area.
- Stairwells are not setup to receive PA announcements, so please follow instructions provided by Building Emergency Staff.

3.5 WHAT TO DO IN A MEDICAL EMERGENCY

- Dial '911' immediately to report the location and nature of the medical emergency.
- Do not hang up until the 911 operator tells you to.
- Then notify Capitol Security Emergency Line (651/296-2100).

Common 911 operator questions will be:

- What is the emergency?
- Where is the emergency?
- Who is injured?
- Are there any hazards in the area?
- What is your name and phone number you're calling from?

After you have called 911, there are several things you can do until Emergency Responders arrive. These simple procedures will greatly aid the Emergency Responders and the patient they will treat.

- Provide first aid to the best of your ability.
- Use precautions to prevent exposure to bodily fluids.
- If you determine that the patient has no pulse and is not breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life saving technique.
- Stay calm; do not get excited. This will reassure the patient that help is on the way.

- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- Make the patient as comfortable as possible.
- Gather all the medication that the patient may be taking. This will help Emergency Responders better determine the medical history of the patient.
- Remember the time, this is very important. When was the last time you talked to the patient? How long has this medical condition existed? How long has the person been unconscious?
- Meet, or have someone meet, the emergency responders and direct/lead them to the patient.

4 WHAT TO DO IN CASE OF A BOMB THREAT

4.1 TYPE OF BOMB THREATS

4.1.1 Written

- Dial '911' immediately, then notify Capitol Security Emergency Line (651/296-2100).
- Contact your supervisor or someone inline of superiority.

4.1.2 Telephone

Stay calm and attempt to determine:

- time set for detonation
- location of the bomb
- caller's name, gender, type of speech, any accent used
- why the bomb was set (motive)
- description of the device and type of explosive
- Dial '911' immediately, then notify Capitol Security Emergency Line (651/296-2100).
- Contact your supervisor.

4.1.3 E-Mail / Voice Mail

- Don't forward the message to anybody
- Don't close the threatening email
- Dial '911' immediately, then notify Capitol Security Emergency Line (651/296-2100).

- Contact your supervisor.

Decision Point: In the event an object that appears to be a bomb is found or the caller indicates the device will detonate an order to immediately evacuate the building will be made.

5 WHAT TO DO IF THE POWER GOES OUT

- Contact your supervisor.
- Call the MN.IT Service Desk (651/297-1111), or Capitol Security (651/296-2100).

Note: Back-up emergency lighting along evacuation routes will automatically energize.

6 WHAT TO DO IF THE PHONES GO DEAD

- Contact your supervisor.
- Call the MN.IT Service Desk (651/297-1111).

7 WHAT TO DO IF YOU ARE TRAPPED IN THE ELEVATOR

- Remain calm.
- Use phone located in the elevator to call Capitol Security (651/296-2100).
- Capitol Security will remain on the phone with you, DO NOT hang up.
- Tell dispatcher what is happening.
- If you hear any unusual sounds or alarms, inform the dispatcher.

8 WHAT TO DO IF THERE IS THREATENING BEHAVIOR

- If the situation seems life threatening, dial '911' for immediate assistance.
- Notify Capitol Security (651/296-2100).
- Provide them with the information you have available.
- Contact your Supervisor.
- In any situation remind employees and visitors with mobility impairments to remain calm, stay out of harm's way and be prepared to secure or restrict access to confidential records.

9 WHAT TO DO IF THERE IS A CIVIL DISTURBANCE OR DEMONSTRATIONS

- Keep building occupants advised of any threatening conditions and advise on areas to avoid.
- Employees and visitors with mobility impairments should be reminded that they should give no information to reporters, etc. without the consent of executive authority.

10 WHAT TO DO IF THERE IS VIOLENCE IN THE WORKPLACE / HOSTAGE SITUATION

- Dial '911' to report the issue.
- Contact Capitol Security (651/296-2100).
- Provide them with the information you have available.
- If possible, evacuate the area. Individuals who can be safely removed from the vicinity should leave.
- 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 and visitors with mobility impairments 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 place to dive or jump. Be thinking about a potential escape plan for yourself and others.
- If employees and visitors with mobility impairments 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 a hostage situation is taking place to help law enforcement in monitoring the situation.

11 WHAT TO DO IF YOU RECEIVE SUSPICIOUS MAIL OR PACKAGE

- **STOP! DON'T HANDLE** - Isolate it immediately and don't open, smell, or taste.
- Contact Capitol Security (651/296-2100).
- Contact your Supervisor.
- Wash your hands with soap and water.

APPENDIX 1 - ADMINISTRATION OCCUPANT LIST (BY FLOOR) Updated __

	Division	Division Head and Contact
Ground Floor		
First Floor		
Second Floor	State Historic Preservation Office	Amy Spong, 651-201-3288
Third Floor	Real Estate and Construction Services (RECS)	Wayne Waslaski 651-201-2548
Fourth Floor		

12 Appendix 2 - Severe Weather & Tornado Relocation Areas (BY FLOOR)

Basement level

People in the loading dock area should move immediately to the interior of the building. Others located in an interior portion of the basement should stay where you are.

Ground floor level

People in the cafeteria seating area should move immediately to an interior area (ex. north end of ground floor, stairwells, and tunnel) away from windows.

1st through 3rd floor levels

People on these floors should move to an interior area of the floor to designated safe rooms or move to the basement tunnel area, using the stairwell. The basement tunnel area is the preferred location.

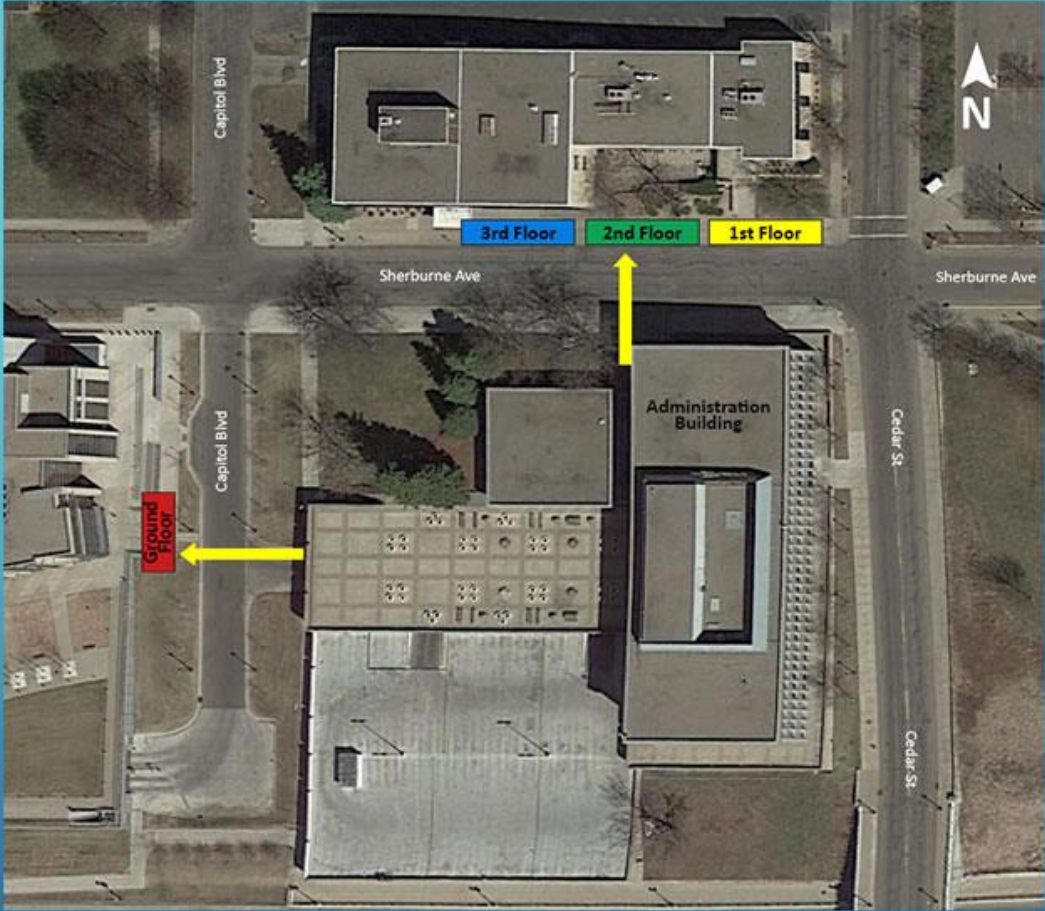
4th and 5th floor levels

People on these floors should move down into the stairwells, below the 3rd floor. Please move down the stairwell to allow others to enter above you.

NOTE: Stairwells are not setup to receive PA announcements, so please follow instructions provided by Building Emergency Staff.

13 Appendix 3 – Administration Bldg. Evacuation Routes/Assembly (Map)

ADMINISTRATION BUILDING EVACUATION AREAS



14 Appendix 4: How to respond when an Active Shooter is in your vicinity

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. GUESTS, CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND VISITORS WITH MOBILITY IMPAIRMENTS AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. Run

- Know the building evacuation plan and exit routes
- Leave your belongings behind
- Keep your hands visible

2. Hide

- Hide in an area out of the active shooter's view
- Block entry to your hiding place or lock doors
- Silence your cell phone and remain quiet

3. Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

WHEN IT IS SAFE TO DO SO

CALL 911 from work landline or from cell phone.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movement toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

INFORMATION TO PROVIDE TO 911 OR LAW ENFORCEMENT

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by shooter/s
- Number of potential victims at the location

For more information about Active Shooter Preparedness visit this Homeland Security site.

<http://www.dhs.gov/active-shooter-preparedness>

Capitol Security Quarterly Meeting

Admin Divisional Representation:

Capitol Security holds a quarterly meeting to discuss building security. Capitol Security gives updates from the last quarter. Building tenants can bring to the meeting questions they have related to the security of their building. This may include current incidents, security, emergency planning, and any public safety related items. Committee is led by Captain Roeske and Janney Kane.

It is important to stay engaged in the process of enhancing the safety/security of our team members and provide timely feedback to Capitol Security. Below is the list of Admin divisional representation at this committee.

Please reach out to your building representative with any suggestion.

<u>Admin team members</u>	<u>Building</u>	<u>Divisions</u>	<u>Email</u>
1. Erik Q. Anderson	Admin	Commissioners Office	erik.q.anderson@state.mn.us
2. Amy Perron	Centennial, Admin	Community Services, STAR, Assistive	amy.perron@state.mn.us
3. Amanda Baesler	Admin, Centennial	Continuity of Operation Planning	amanda.baesler@state.mn.us
4. Sam Shafer	Admin Building	Facilities Management	gene.peterman@state.mn.us
5. Virginia Lutz	Admin	Financial Management and Reporting (FMR)	Virginia.Lutz@state.mn.us
6. Ajeet Yadav	Admin, Centennial	Human Resources (HR)	ajeet.yadav@state.mn.us
7. John Rindal	Admin	MNIT	john.rindal@state.mn.us
8. Karen McIntyre	Admin	Office of State Procurement (OSP)	karen.mcintyre@state.mn.us
9. Ryan Allen	Admin	Real Estate and Constructions Services	ryan.allen@state.mn.us
10. Kemal Munn	Centennial	Risk Management	kemal.munn@state.mn.us
11. Michele Decker	Admin	State Historic Preservation Office (SHPO)	michele.decker@state.mn.us



CAPITOL EMERGENCY PROCEDURES



SEVERE WEATHER (SHELTER)

- Move to lowest interior space of building away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of head
- Listen to media for weather updates
- Be sure it is safe before you exit shelter area



FIRE (EVACUATE)

- Activate nearest fire alarm and call 911
- Proceed to nearest exit
- Use stairs, not elevators
- If unable to exit, go to area of refuge



MEDICAL EMERGENCY (STAY CLEAR)

- Call Capitol Security or 911
- Administer first aid/CPR/AED as appropriate
- Direct first responders to incident location



HAZARDOUS MATERIALS (EVACUATE)

- Evacuate and call 911
- Avoid breathing vapors from spill
- Do not attempt to clean up spill
- Do not operate any electrical devices, phones, light switches



CAPITOL SECURITY

NON-EMERGENCY
651-296-6741

EMERGENCY
651-296-2100

OR 911



SUSPICIOUS ACTIVITY (STAY CLEAR)

- Report unusual or suspicious activity to Capitol Security.
 - Person is behaving strangely
 - Object is out of the ordinary
 - Do not touch, move, or disturb unknown or suspicious objects
- Keep Vigilant and maintain situational awareness



HOSTILE INTRUDER (RUN, HIDE, FIGHT)

- Leave the area if safe to do so
- When safe call 911
- If leaving is not possible, hide in a concealed place
- Lock and barricade doors
- Minimize noise, turn off lights, put cell phones on silent
- As a last resort, fight off the attacker



BOMB THREAT (REPORT TO CAPITOL SECURITY)

- Phone call
 - Attempt to keep the caller on the phone
 - Pay particular attention to background noises
 - Fill out a bomb threat card
- E-mail/Voicemail
 - Do not forward the message until instructed to
 - Do not close the threatening e-mail until instructed to
 - Limit the number of times an audio message is replayed



DISTURBANCE/PROTEST (STAY CLEAR)

- Report to Capitol Security
- Remain calm and take no action to aggravate the situation
- Advise employees/ visitors to avoid the area
- Remain in your office area until advised it is safe to leave