DEPARTMENT OF ADMINISTRATION

Centennial Office Building (COB)

Emergency Plan

658 Cedar Street, St. Paul, MN 55155

Last Modified Date:
09-18-2022

A. Table of Contents

A. Table of Contents 2

B. Introduction 4

C. General Responsibilities and Duties 5

Supervisors/Management – Occupying Entities Updated 09/16/2021 6

Safety Officer 7

Building Emergency Director – Centennial 7

Building Emergency Director Assistant – Centennial 7

Floor Wardens 7

Floor Monitors 8

Buddies for Persons with Mobility Impairments. 8

Building Occupants 8

D. Afterhours Emergency Procedure – Calling '911' 8

E. Fire or Smoke 9

F. Natural or LP Gas leak 9

G. Fire Alarm System is activated 9

H. Severe Weather or Tornado Warning 10

I. Medical Emergency 10

J. Bomb Threat 11

Type of Bomb threats 11

K. Power Outage 11

L. Phones Outage 11

M. Trapped in the Elevator 12

N. Threatening Behavior 12

O. Civil Disturbance or Demonstrations 12

P. Violence in the Workplace / Hostage Situation 12

Q. Suspicious Mail or Package 13

Appendix 1 - COB Occupant List (by Floor) Updated 09/16/2021 14

Appendix 2 - Severe Weather & Tornado Relocation Areas (by Floor) 15

Basement level 15

Ground floor level 15

1st through 3rd floor levels 15

4th and 5th floor levels 15
Appendix 3 - COB Evacuation Routes/Assembly (Map) 16
Appendix 4 - Active Shooter 17
HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE 17
INFORMATION TO PROVIDE TO 911 OR LAW ENFORCEMENT 17
Appendix 5 - CAPITOL COMPLEX VISITOR MAP 18
Appendix 6 - Buildings, Parking and Grounds Maps. 19
Appendix 7 - Capitol Emergency Procedure – Poster 20
Appendix 8 - Centennial Office Building (COB) Emergency Committee Members 21

B. Introduction

This plan is designed to provide guidelines for responding to emergencies within the Centennial Office Building. Not all emergencies fall within the parameters of a defined plan; sometimes individual judgment will be your best guide. Your preparedness and awareness are the keys to an orderly and safe emergency response.

Emergencies evacuation of the building may include:

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

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,
- Chemical., biological, or radiological contaminants
- Hostage situations.

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
- Report damaged or malfunction safety systems and back-up systems

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
- 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 find another exit rout.
- 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

C. General Responsibilities and Duties

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.

Facilities Management Division (FMD) 651-201-2300.
Centennial Building Manager: Gene Peterman, 651-201-2332 (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.

Supervisors/Management – Occupying Entities Updated 09/16/2021

Floor	Tenants	Contacts
Basement	MNIT	Bruce Zimmerman Karin Kuntz
Ground Floor	-Security Desk	Capitol Security 651-296-2100 Jenny Kane
	-Cafeteria	Michael Powell 651-224-3095
	-African Heritage Council	Linda Sloan, 651- 757-1751 Shakira Bradshaw, Office Mgr.,
	-MN Sentencing Guideline	Linda McBrayer 757-1728
	-Latino Affairs Council	Rosa Tock 651-592-7487
First Floor	-Asian-Pacific Council	Sia Her,
	-Campaign Finance and Public Disclosure	Jeff Sigurdson 651-539-1189
	-Office of the Legislative Auditor. (OLA)	Eric Jacobson 651-296-4720
Second Floor	MNIT Services Central	
Third Floor	-Developmental Disabilities Council	Colleen Wieck 651-296-9964
	-HR	Ann Feaman 651-201-2490
	-MN State Demographic Center	Susan Brower 651-201-2472
	-Risk Mgmt.	Gary Westman 651-201-3030. Todd Christenson 651-201-3005
	-STAR Program	Amy Perron 651-201-2295 Joan Gillum 651-201-2296
	Data Practices.	Taya Moxley-Goldsmith 651.201.2502
	-Office of Grants Management	Naomi Munzner—651-201-2569
	-Management Analysis and Development MAD	Beth Bibus
Fourth Floor	Minnesota Management & Budget Treasurer's Office	Roxanne LaPlante 201-8080 Nathaniel Dempsey 651-259-3603
Fifth Floor	MNIT	Melisa Warhol

Roles and Responsibilities

Safety Officer

- 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.

Building Emergency Director – Centennial

- Primary authority for developing and maintaining the Centennial Office Building 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 Centennial Office Building.
- Primary authority for issuing emergency and emergency related information to Centennial Office Building occupants, via the PA system.
- Provide necessary training opportunities in emergency response procedures.

Building Emergency Director Assistant – Centennial

- 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.

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.

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.

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.

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.

D. Afterhours Emergency Procedure – Calling ‘911’

When an emergency happens within the building and afterhours:

- Dial ‘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.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. Bomb Threat

Type of Bomb threats

Written

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

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.

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.

K. Power Outage

- 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.

L. Phones Outage

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

M. 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.

N. Threatening Behavior

- If the situation seams 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.

O. 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.

P. 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 in your area to remain calm. The more intense the situation, the greater the need for calmness.
- 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.

Q. 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 - COB Occupant List (by Floor) Updated 09/16/2021

Floor	Tenants	Contacts
Basement	MNIT	Bruce Zimmerman Karin Kuntz
Ground Floor	-Security Desk	Capitol Security 651-296-2100 Jenny Kane
	-Cafeteria	Michael Powell 651-224-3095
	-African Heritage Council	Linda Sloan, 651- 757-1751
	-MN Sentencing Guideline	Linda McBrayer 651-757-1728
	-Latino Affairs Council	Rosa Tock 651-592-7487
First Floor	-Asian-Pacific Council	Sia Her,
	-Campaign Finance and Public Disclosure	Jeff Sigurdson 651-539-1189
	-Office of the Legislative Auditor. (OLA)	Eric Jacobson 651-296-4720
Second Floor	MNIT Services Central	
Third Floor	-Developmental Disabilities Council	Colleen Wieck 651-296-9964
	-HR	Ann Feaman 651-201-2490
	-MN State Demographic Center	Susan Brower 651-201-2472
	-Risk Mgmt.	Gary Westman 651-201-3030. Todd Christenson 651-201-3005
	-STAR Program	Amy Perron 651-201-2295 Joan Gillum 651-201-2296
	Data Practices.	Taya Moxley-Goldsmith 651.201.2502
	-Office of Grants Management	Naomi Munzner 651-201-2569
	-Management Analysis and Development MAD	Beth Bibus
Fourth Floor	Minnesota Management & Budget Treasurer's Office	Roxanne LaPlante 651-201-8080 Nathaniel Dempsey 651-259-3603
Fifth Floor	MNIT	Melisa Warhol

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

Appendix 3 - COB Evacuation Routes/Assembly (Map)

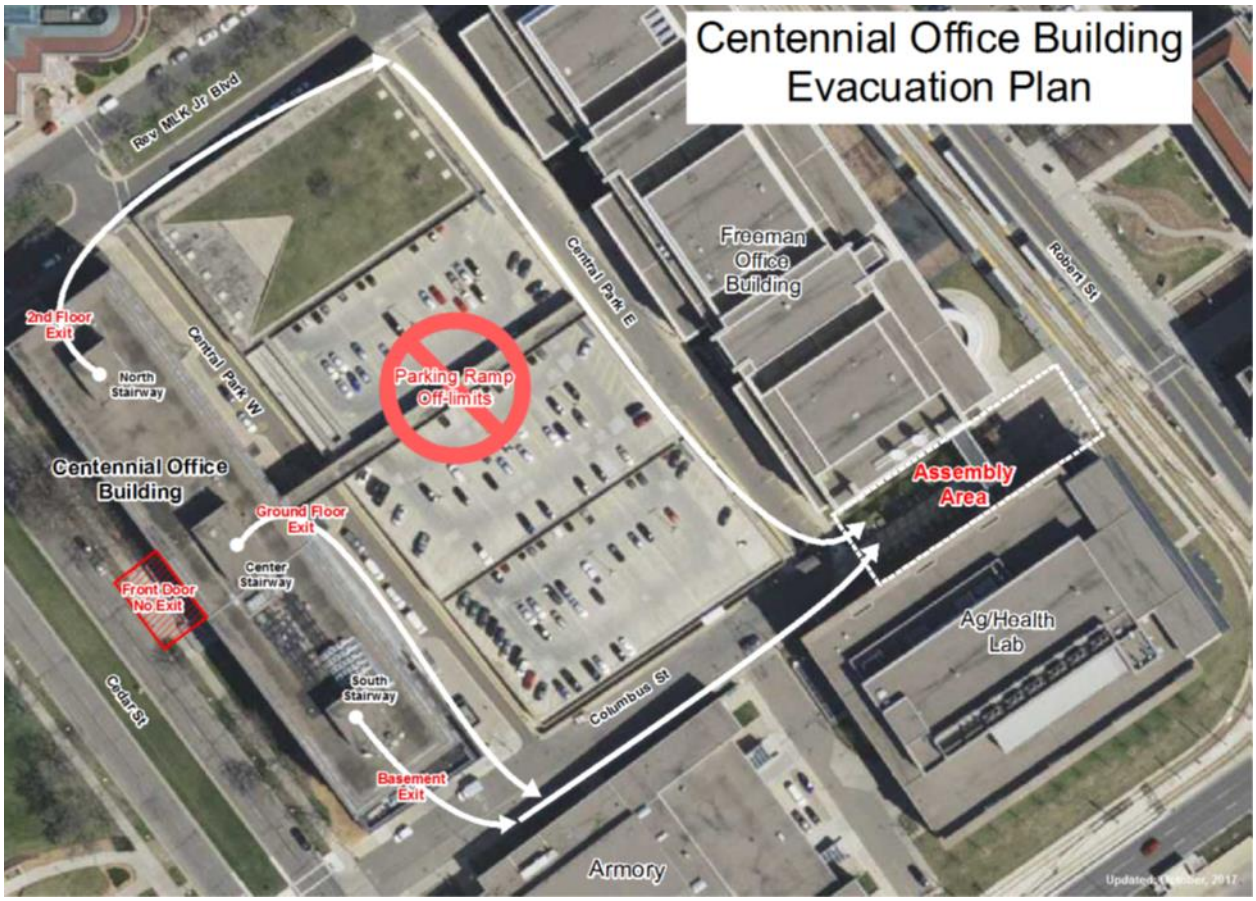


Figure 1. Exits are only through the north and south stairway and ground floor. No exit through front door (facing Cedar St). Parking ramp is off limits. Assembly area is between Freeman and Ag/Health buildings

Appendix 4 - Active Shooter

Quickly determine how to protect yourself.

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, close window blinds
   - 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

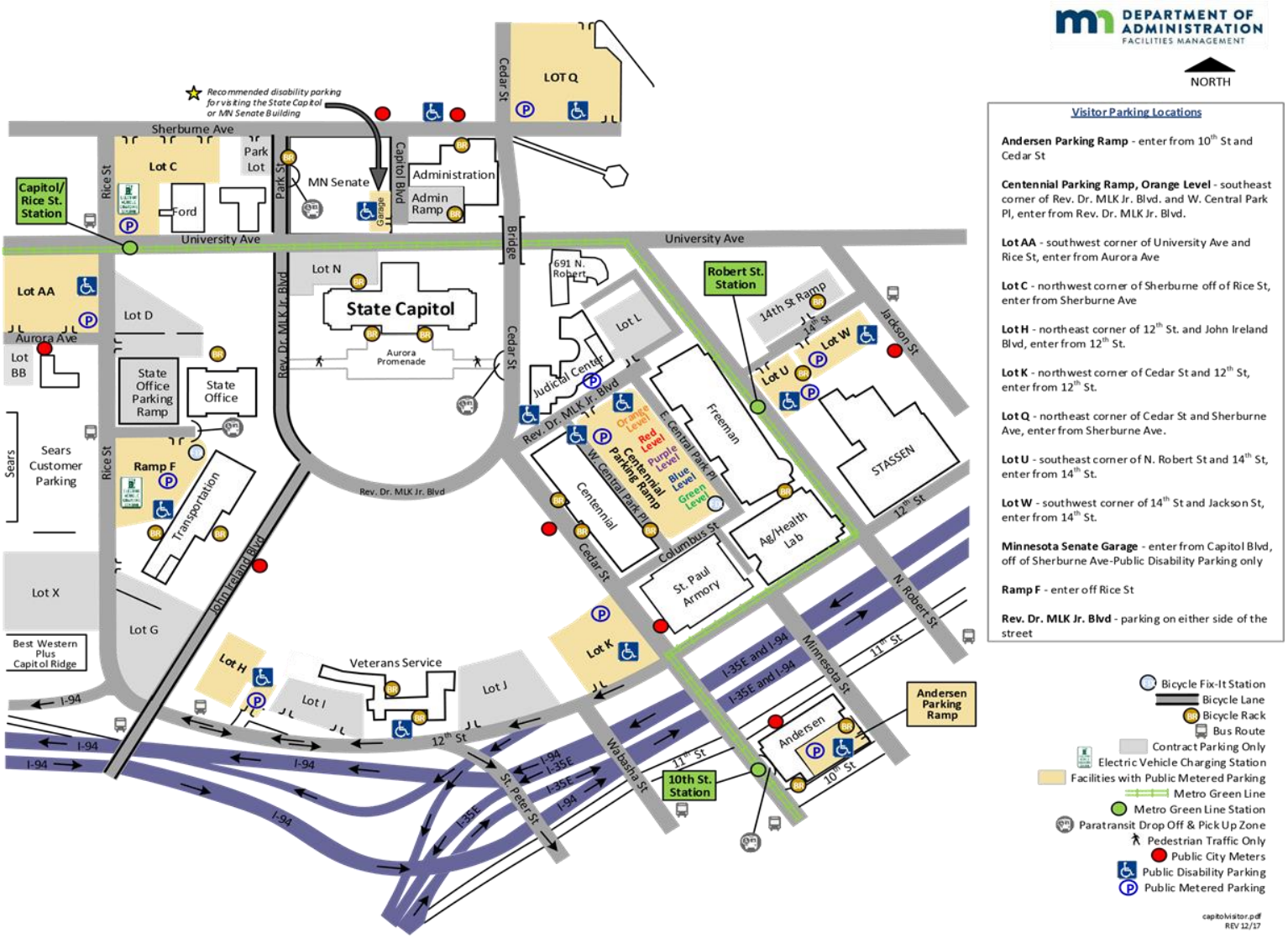
- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movement toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when 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.

Appendix 5 - CAPITOL COMPLEX VISITOR MAP



Appendix 6 - Buildings, Parking and Grounds Maps.

Admin Facilities Management has numerous maps of the State Capitol Complex including buildings, parking facilities and grounds. For more information about a specific building, check out our Buildings page.

- State Capitol Complex (PDF)
- Capitol Complex Tunnel System (PDF)

Note: Certain portions of the Capitol Complex Tunnel network are open only to State employees with proper badge access. Most notably, access is closed to the public in the tunnels connected to the Judicial Center, and in certain stretches between the Transportation Building and Veterans Service Building.

Biking Map

- Bike Cage/Locker and Bike Rack Locations (PDF)

Building Maps

- Administration Building (PDF)
- Ag/Health Laboratory (PDF)
- Andersen Building (PDF)
- Centennial Office Building (PDF)
- Freeman Office Building (PDF)
- Judicial Center (PDF)
- Minnesota Governor's Residence
- Minnesota History Center (PDF)
- Minnesota Senate Building
- Stassen Building (PDF)
- State Capitol Building (PDF)
- State Office Building (PDF)
- Transportation Building (PDF)
- Veterans Service Building (PDF)

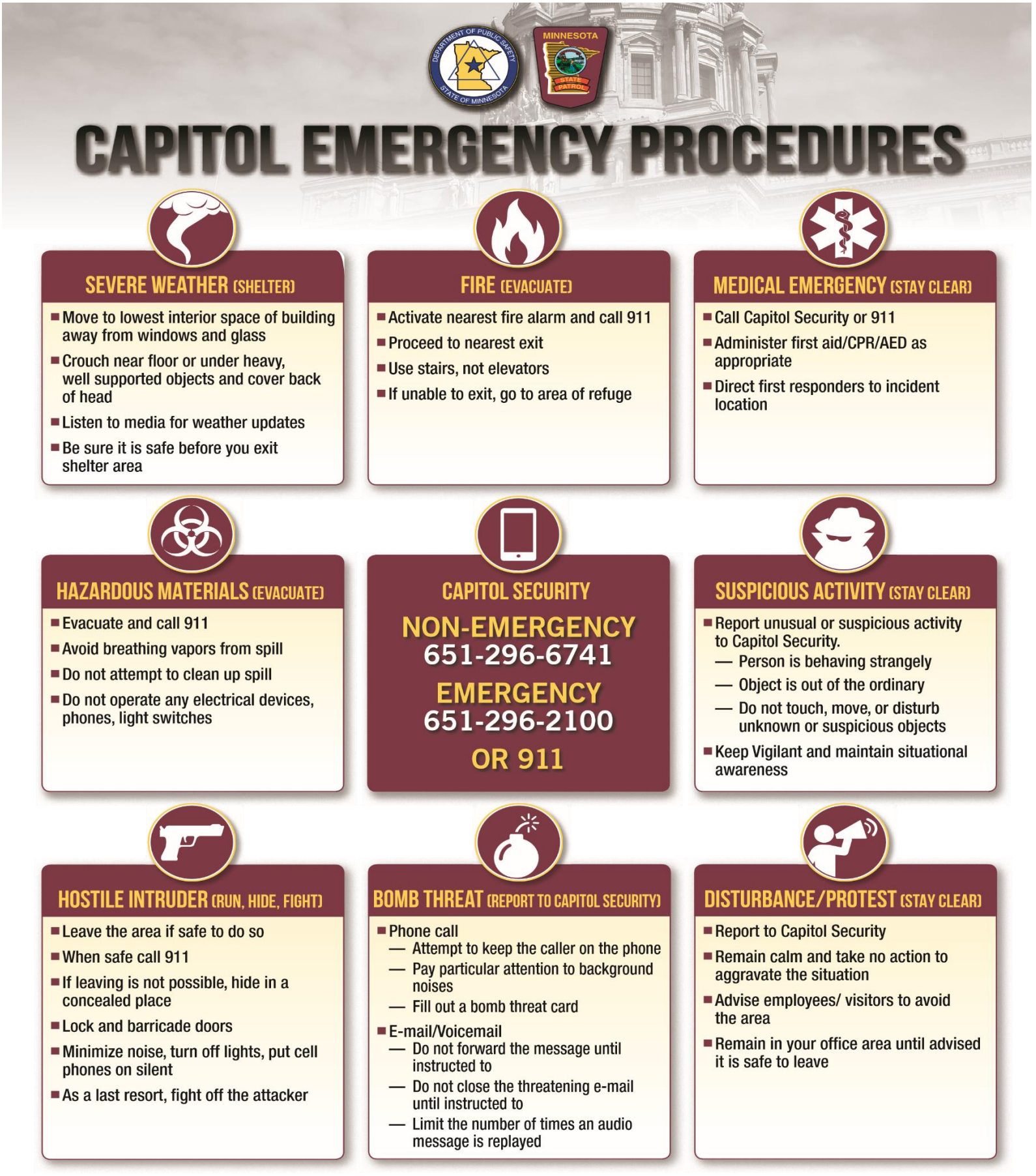
Miscellaneous Maps

- Capitol Complex Light Rail Stop Locations (PDF)
- Metro Transit Bus Routes Interactive Map

Parking Maps

- 14th Street Ramp (PDF)
- Administration Parking Ramp (PDF)
- Andersen Parking Ramp (PDF)
- Capitol Complex City of St. Paul Parking Meter Locations (PDF)
- Centennial Parking Ramp (PDF)
- Lot AA (PDF)
- Lot C (PDF)
- Lot G (PDF)
- Lot H (PDF)
- Lot I (PDF)
- Lot J (PDF)
- Lot K (PDF)
- Lot Q (PDF)
- Lot X (PDF)
- Parking Ramp Access/Height Restrictions (PDF)
- Ramp F (PDF)
- Visitor Parking (PDF)

Appendix 7 - Capitol Emergency Procedure – Poster



Appendix 8 - Centennial Office Building (COB) Emergency Committee Members

Purpose: To meet on a quarterly basis to discuss and share information on emergency preparedness and response for Centennial Office Building.

The role of the committee members is to assist and stay engaged in developing processes, analyze emergency initiatives and evaluate the effectiveness of emergency preparedness and response for COB. Keep division leaders and their team members informed with the discussions/progress that takes place at this meeting.

This committee also joins the Capitol Security quarterly meetings. Capitol Security holds a quarterly meeting to discuss building security. Building tenants can bring the questions they may 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 COB building representation at this committee.

Please reach out to your building representative with any suggestion.

Name	Agency	Contacts
1. Ajeet Yadav	Admin, Safety	ajeet.yadav@state.mn.us
2. Amanda Baesler	Admin COOP	Amanda.baesler@state.mn.us
3. Amy Perron:	Developmental Disabilities Council, Mn state Demographics, Data Practice, Grant, STAR.	amy.perron@state.mn.us
4. Eric Jacobson	Office of Legislative Auditors	eric.jacobson@state.mn.us
5. Gary Westman	Risk Mgmt.	Gary.westman@state.mn.us
6. Jeff Sigurdson	Campaign Finance and Public Disclosure	jeff.sigurdson@state.mn.us
7. Linda Sloan	African Heritage	linda.sloan1@state.mn.us
8. Linda McBrayer	MN Sentencing Guideline	linda.mcbrayer@state.mn.us
9. Melissa Warhol	MNIT, Safety	Melissa.warhol@state.mn.us
10. Nathanial Dempsey	MAD, MMB	nathaniel.dempsey@state.mn.us
11. Patrick Ruby	MNIT Services Center.	patrick.ruby@state.mn.us
12. Rosa Tock	Latino Affairs	rosa.tock@state.mn.us
13. Roxanne LaPlante	MMB	roxanne.laplante@state.mn.us
14. Sia Her	Asian Pacific Council	sia.her@state.mn.us