Building Emergency Plan
321 Grove Street
St. Paul

Introduction

This plan provides guidelines for responding to emergencies in the 321 Grove St. Building. Remember not all emergencies fall within the parameters of a defined plan; sometimes individual judgment will be your best guide.

Emergencies that may call for evacuation (fire alarm sounds):
- Smoke or fire
- Bomb threats
- Chemical spills

Emergencies that may only require relocation within the building: (communication via pager, phone or in person):
- Severe weather (for example, a tornado)
- Civil disturbances
- Nuclear accidents, or attack
- Bomb threats
- Medical

Emergency Personnel

9-911 should be called for medical emergencies; then call Capitol Security.

Capitol Security 9-651-296-2100
- Should be notified of any emergency (They can admit emergency response personnel into the building)

PMD Dispatch 9-651-201-2300 (7 a.m.-4:30 p.m. M-F)
- Can page/call Building Emergency Director and/or Building staff
Building Emergency Director – Bernie Steele, 651-296-0797 (office), 651-485-6363 (cell)
- Coordinates testing of emergency communications system with Capitol Security
- Maintains the Building Emergency Plan
- Holds drills in emergency procedures: evacuation and relocation
- Assures that Emergency Team (area monitors) receives training
- Shall designate an assistant who is capable of taking charge when out of the building
- Alerts the area monitors and the building population (verbally, PA system or thru paging)
- Coordinates emergency activities with Capitol Security and Emergency Team
- Ensures that accurate evacuation routes are posted in public areas
- Verifies that visitors have evacuated

Assistant Building Emergency Director - Joe Dinnebier, 651-296-2503
- Acts as Building Evacuation Director if Building Emergency Director is unavailable
- Coordinates activities at the evacuation location
- Assists in the coordination of the headcount at the evacuation location
- Authorizes employees to return to facility once “all clear” is announced

Emergency Team Members (Area Monitors)
- Attend training sessions
- Know emergency routes for evacuation and relocation of people in their areas
- Meets with employees in their areas to outline emergency procedures and routes
- Identify individuals with a disability who might need accommodations during an emergency evacuation or relocation
- Report to stations in public areas to direct people during emergencies, if safe to do so
- Ensure that no one remains in area following an evacuation, if safe to do so
- Close fire doors
- Maintain clear aisles and stairways to emergency exits
- Redirect evacuation if designated routes are unavailable
- Aid supervisors with accounting for employees during an emergency

Evacuation Locations
Differing emergencies (fire, bomb threat, chemical spills) and weather may require different relocation sites:
- External evacuation site is Repair Shop, Building # 2 (if the emergency is located in Building 1 at 321 Grove)
- If the emergency is at the Repair Shop, Building # 2, the evacuation location is Building #1 at 321 Grove
- Internal relocation site (severe weather, nuclear incident, etc.) is the basement level or areas that are located away from windows and away from the large roof spans
- At the evacuation point, monitors should ask supervisors to conduct a headcount and try to resolve the location of all personnel from their area
• Report the status of the group to the Building Emergency Director 651-485-6364 (cell) and Capitol Security 651-296-2100
• Once the Director or Capitol Security announce the "All Clear," return people to the building

**Medical Emergencies**

• If a serious injury or illness occurs in your area, **immediately dial 9-911** (unless you are going to supply CPR or First Aid, then designate another person to call)
• Call the **Capitol Security Emergency Line 9-651-296-2100** and inform them of situation. Give Capitol Security all the information you have. They will tell you when it is OK to hang up
• Be prepared to give the following information:
  o The exact location of the medical emergency 321 Grove St.
  o Room number
  o Which exterior door to come to
  o The symptoms of the victim
  o Your name
• Support the victim's medical needs
• For injury, do not move the victim, try to keep them still
• For bleeding, apply direct pressure to the wound; elevate the wound area if possible
• For chest pains, get the victim off their feet, be reassuring and do not leave them alone
• For drug overdose or poisoning, give first aid; if possible, collect pills or containers. Give these to the emergency personnel
• For electric shock, do not touch victim with your bare hands. Use a sweater or cloth to insulate your hands; if possible turn off power at the source, remove source of shock, or pull victim away using a nonconductive material

**Note:** Send someone to the designated exterior door to meet the paramedics and lead them to the scene; send another person to hold the elevator for use by the paramedics.

**Chemical Spills**

• To report a petroleum or hazardous materials spill, contact the **MN Duty Officer at 651-649-5452** (when state-level assistance is needed or when a state-level notification is required)
• Contact the Building Emergency Director at **651-296-0797 or 651-485-6363**

**Other Emergencies** *(civil disturbances, bomb threats, etc.)*

• Follow the directions of the Building Emergency Director or Capitol Security
# 321 Grove St. Building Emergency Team

<table>
<thead>
<tr>
<th>Floor</th>
<th>Name</th>
<th>Phone #</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Emergency Director</td>
<td>Bernie Steele</td>
<td>651-296-0797</td>
<td><a href="mailto:bernie.steele@state.mn.us">bernie.steele@state.mn.us</a></td>
<td>Office</td>
</tr>
<tr>
<td>Assistant Building Emer. Dir.</td>
<td>Joe Dinnebier</td>
<td>651-296-2503</td>
<td><a href="mailto:Joe.dennebier@state.mn.us">Joe.dennebier@state.mn.us</a></td>
<td>Grounds Office</td>
</tr>
<tr>
<td>Basement, OSC Office and Warehouse Area Monitor</td>
<td>Scott Stathas</td>
<td>651-201-2570</td>
<td><a href="mailto:scott.stathas@state.mn.us">scott.stathas@state.mn.us</a></td>
<td>OSC Office</td>
</tr>
<tr>
<td>Recycle, Grounds, Materials Transfer Monitor</td>
<td>Jeff Andersen</td>
<td>651-296-2397</td>
<td><a href="mailto:jeff.anderson@state.mn.us">jeff.anderson@state.mn.us</a></td>
<td>Recycle Office</td>
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(December 2008)