Building Emergency Plan
Administration Building
50 Sherburne Avenue, St. Paul

Introduction

This plan provides guidelines for responding to emergencies in the Administration Bldg. 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:
- Smoke or Fire
- Bomb threats
- Chemical Spills

Emergencies that may only require relocation within the building:
- Severe weather (i.e.: tornado)
- Civil disturbances
- Nuclear accidents, or attack
- Bomb threats
- Medical

Emergency Personnel

Capitol Security 651-296-2100
- Should be notified of any emergency. (They can admit emergency response personnel into the building before 7:00 a.m. and after 5:00 P.M.)

Building Emergency Director – Gordy Specht, 651-201-2328
Responsibilities:
- 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 receives training.
- Shall designate an assistant who is capable of taking charge when out of the building.
- Broadcasts emergency announcements to the building, or to individual floors, from the control panel in the first floor hallway next to the vending area.
- Coordinates emergency activities with Capitol Security and Emergency Team.
- Ensures that accurate evacuation routes are posted in public areas.

Assistant Building Emergency Director – Winnie Sullivan, 651-201-2556
Responsibilities:
- Backup to the Building Evacuation Director.
- Liaison with the BED and employees who have evacuated.
- Authorize employees to return to facility once “All Clear” announced.
Emergency Team Members - Wardens and Monitors (refer to the list on back page of this plan)

Responsibilities:

- Attend training sessions.
- Know emergency routes for evacuation and relocation of people on their floors.
- Meet with employees to outline emergency procedures and routes.
- Identify individuals with a disability who might need accommodations during an emergency evacuation or relocation and discuss possible emergency responses with their personal support network (a minimum of 3 people to assist, if necessary, in an emergency).
- Assign at least 3 (1 plus 2 backup) appropriate employees to assist each person with a disability. The support network should assist those individuals who need accommodations to a smoke free area as another buddy goes to meet the fire department and inform them of the location of the individual.
- Report to stations in public areas to direct people during emergencies, if safe to do so.
- Ensure that no one remains on floor 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.
- Keep an up-to-date roster of employees in their office area and account for their whereabouts during an emergency.
- Floor monitor in the MMD area is responsible for taking the visitor sign-in sheet.
- Fire Prevention:
  - Keep the aisles in the office clear and the stairways free of obstructions.
  - Report burned out EXIT lights and defective PA system to Plant Management (651-201-2300).
  - Identify flammable materials in their areas and check for proper storage.
  - Monitor contractors during construction to see that exit routes are not blocked.
  - Monitor sound levels of fire alarm and P.A. system during tests and drills; report to floor warden.

Evacuation Locations

Differing emergencies and weather may require different relocation sites.

- The primary relocation site is Parking Lot B for all employees. This lot is located to the west of the Administration Building, across the street.
- Other evacuation sites include the MEA Building directly across the street from the Administration Building (51 Sherburne) and the Capitol, First Floor, North Entrance

Emergency Procedures

Fire Alarm

Emergency Team:

- Move immediately to the exit.
- Check the door with hands before opening. If it's hot, move to an alternate exit.
- If the door is not hot, open it slightly to check for fire, odor, or smoke.
- If odor, smoke, or fire is encountered, close the door and move to an alternate exit.
- Once outside, direct employees to their assembly areas.
Personal Support Network

- Assist individuals with disabilities in relocation to a smoke-free area.
- Support network members will stay with the person while another goes to meet the fire department to inform them of the location of the person with a disability.

  Note: Elevators are not safe to use in a fire or smoke situation.

Smoke or Fire

- Pull the fire alarm.
- Begin evacuation procedure.
- Attempt to put out the fire only if it is an incipient fire and it safe for you to do so; you have a way out; you can fight the fire with your back to the exit; you have the proper extinguisher; and know how to use it.
- Do not fight the fire if it is large, if there is a lot of smoke, or if your exit could be blocked.

Evacuation Location

- At the assembly point, Floor Wardens and Monitors should ask supervisors to conduct a headcount and try to resolve the location of all personnel from their office area.
- Report the status of the group to the Assistant Building Emergency Director.
- Once the Building Emergency Director or Capitol Security announce the "All Clear", return people to the building.

Bomb Threats

- WRITTEN BOMB THREATS
  Immediately report to Capitol Security at 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 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 651-296-2100
• **Responsibilities:**  
If the level of the threat is at such a point where evacuation is not immediately warranted, you may be asked to conduct a visual inspection of your immediate work areas.

**Building Employees and Emergency Staff (Floor Wardens, Monitors)**
- 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 651-296-2100**
- Turn a room chair over to indicate the room/area has been checked

**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 Director 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 Director 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 or other relocation site as instructed by Capitol Security or the Building Evacuation Director.

- 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.

**Toxic or Hazardous Chemical Spills**

Large Spills: if a spill or release occurs outside of the building, such as an overturned truck.

- Capitol Security and Plant Management have the capability of closing the air intakes into the building.
- The Building Emergency Director will be notified by Capitol Security, and will use the P.A. system to notify occupants of the situation.
- Emergency Team should inform people to stay inside the building until the danger is past.

Small Spills: inside the building. There are few chemicals in the building that are a risk to occupants; however if a spill occurs:

- Do not attempt to clean up an unknown substance. It may be a health hazard. If possible, determine what chemical was released. Locate the trade name and manufacturer from the container. Call Capitol Security and give them all the information you have.
- Emergency Team members should notify the **Building Emergency Director 651-201-2328**.
- Attempt to contain the spill, but only if you know that it's safe to do so without impermeable gloves and other protective equipment.

**SEVERE WEATHER**
The Administration Building is equipped with a weather radio at the Ground Floor, front desk, and Commissioners office and monitored during normal business hours.
**Tornado Emergency Procedures:**

A **Tornado Watch** indicates the possibility of tornadoes forming in the area.

A **Tornado Warning** means that a tornado has been sighted or detected by radar – threat is imminent.

**Tornado Watch: Communication**
Capitol Security will contact the Building Emergency Director or Assistant and advises them to monitor radio broadcasts (Weather Channel or WCCO 830 AM is suggested).

**Tornado Warning: Communication: When a Warning is issued, take shelter immediately.**
- Public Warning: civil defense warning sirens (outdoor emergency sirens throughout the city). **NOTE:** The City of St. Paul tests the civil defense warning sirens on the first Wednesday of each month at 1:00pm. It is not necessary for employees to evacuate during this time, unless there is evidence of severe weather.
- Building Warning: The Building Emergency Director or Assistant will give the relocation order over the P.A. system.

**Relocation within the Building**
- If a Watch turns to a Warning and the civil defense warning sirens sound, stay away from windows and immediately relocate to the Ground Floor.
- The Building Emergency Director will announce the relocation order over the PA system. After regular hours, Capitol Security will notify workers still in the building.
- Emergency Team will direct employees to the ground level. The personal support network will accompany people with disabilities to the relocation area.

**Once relocated, Emergency Team will:**
- Ask supervisors to conduct a head count and try to resolve the whereabouts of all employees assigned to their area. Report any missing employees/visitors to the Building Emergency Director or Assistant.
- Keep employees informed on the status of the emergency.
- Announce the “All Clear”, when authorized by the Building Emergency Director or Assistant.

**Blizzard Conditions, Severe Winter Weather:**
- In case of winter storms employees should monitor weather station or radio station WCCO, 830 AM, or view the website at [www.wcco.com](http://www.wcco.com).
- The closure of State offices will be announced on the radio prior to shift start times.
- If a storm should strike during the workday, employees may be allowed to go home by the Commissioner, subject to Minnesota Management and Budget (MMB) rules.

**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 Capitol Security Emergency Line 9-651-296-2100 and inform them of situation.  
  AFTER REGULAR BUSINESS HOURS CALL CAPITOL SECURITY FIRST; they must be here to admit emergency personnel into the building. 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: 50 Sherburne Ave., floor and 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.

**Nuclear Emergencies**
Public warning is a 5 minute wavering signal from sirens. Turn on radios for additional information and instructions.

• If necessary, B.E.D. will make announcement to relocate to shelter area -ground floor offices and corridor.
• Once relocated, have people sit on the floor with their backs to the wall. Remain in the shelter area until “All Clear" is announced.

**Public Disturbances or Demonstrations**
**Within Building**

Emergency Team:
• If a disturbance occurs, or is about to occur, on your floor or office area, immediately call Capitol Security at 651-296-2100 and inform them of the situation. Then contact the Building Emergency Director 651-201-2328 or 651-485-6352.
• Remind employees to stay calm and take no action to aggravate the situation.
• Advise employees of the area to avoid; keep them informed of the situation and ask them to remain at their workstation.

**Outside of the Building**

Emergency Team:
• If a disturbance, call Capitol Security at 651-296-2100, then call the Building Emergency Director 651-201-2328 or 651-485-6352 who will alert the building population.
• Keep employees calm and ask them to remain in their office area until further notice. Let Capitol Security handle the news media.
• Once the area around the building is secure, Capitol Security or the Building Emergency Director will announce that the building is safe.

Power Outage
• Contact Plant Management Main Phone Line immediately at 651-201-2300.
• Any further action will be decided by the Commissioner and the Building Emergency Director

Public Address System
• Testing:
The P.A. system should be tested on a monthly basis by the Building Emergency Director or Capitol Security. The following announcement shall be made.

"May we have your attention, please." (Wait 3-4 seconds.) "This is a test of the Public Address System."

(Repeat the Message)
"May I have your attention, please. This is a test of the Public Address System. We request all Emergency Team members to note the clarity of voice and audio signal of this announcement and report any problems. Thank you for cooperation; this test is ended." "The test is ended."

Announcements:
The following Statements are to be used only when emergency conditions exist.

TORNOADO WARNING
MAY I HAVE YOUR ATTENTION PLEASE
MAY I HAVE YOUR ATTENTION.
(Pause)
CAPITOL SECURITY HAS JUST BEEN INFORMED THAT A TORNADO HAS BEEN SIGHTED AND IS MOVING TOWARDS THE CAPITOL COMPLEX.
CAPITOL SECURITY HAS JUST BEEN INFORMED THAT A TORNADO HAS BEEN SIGHTED AND IS MOVING TOWARDS THE CAPITOL COMPLEX.

PLEASE RELOCATE TO THE GROUND FLOOR.
PLEASE RELOCATE TO THE GROUND FLOOR.

All Clear Message:
MAY I HAVE YOUR ATTENTION,
MAY I HAVE YOUR ATTENTION, PLEASE
(Pause)
THE IMMEDIATE THREAT OF A TORNADO ON THE CAPITOL COMPLEX IS NOW OVER.
THE IMMEDIATE THREAT OF A TORNADO IS NOW OVER.

PLEASE BE ADVISED THAT SEvere WEATHER STILL EXISTS.
SEVERE WEATHER STILL EXISTS.
**Bomb Threat Announcements**

MAY I HAVE YOUR ATTENTION,
MAY I HAVE YOUR ATTENTION, PLEASE.
(Pause)

WILL EMERGENCY TEAM PLEASE RESPOND AS PLANNED.
ALL EMERGENCY TEAM PLEASE RESPOND AS PLANNED.

If an unidentified package is found, (the affected floor of the building should be evacuated):

MAY I HAVE YOUR ATTENTION,
MAY I HAVE YOUR ATTENTION

(Pause)

WILL ALL PERSONS ON THE ______ FLOOR PLEASE RELOCATE TO ANOTHER FLOOR OF THE BUILDING.
WILL ALL PERSONS ON THE _____ FLOOR PLEASE RELOCATE TO ANOTHER FLOOR OF THE BUILDING.

DO NOT USE THE ELEVATORS, AS THEY MAY BE NEEDED.
PLEASE DO NOT USE THE ELEVATORS BUT PROCEED IMMEDIATELY TO ANOTHER FLOOR OF THE BUILDING.
If no Device is found:

MAY I HAVE YOUR ATTENTION
MAY I HAVE YOUR ATTENTION PLEASE

THE _______ FLOOR AND THE REST OF THE BUILDING ARE NOW CLEAR OF ALL ALERTS
THE _______ FLOOR AND THE REST OF THE BUILDING ARE NOW CLEAR OF ALL ALERTS.

If an unidentified package is found to be an explosive device:

MAY I HAVE YOUR ATTENTION
MA Y I HAVE YOUR ATTENTION PLEASE.

ALL PERSONS IN THE BUILDING ARE ASKED TO EVACUATE IMMEDIATELY, ALL PERSONS IN
THE BUILDING ARE ASKED TO EVACUATE IMMEDIATELY

DO NOT USE THE ELEVATORS, AS THEY MAY BE NEEDED.
PLEASE DO NOT USE THE ELEVATORS, BUT PROCEED TO AN EXIT ROUTE AND LEAVE THE
BUILDING.

(Building Emergency Director, Assistant, or other designated person should activate the
fire alarm.)
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Emergency Director</td>
<td>Gordy Specht</td>
<td>651-201-2328</td>
<td><a href="mailto:Gordy.Specht@state.mn.us">Gordy.Specht@state.mn.us</a></td>
<td>PMD</td>
</tr>
<tr>
<td>Asst. Building Emergency Director</td>
<td>Winnie Sullivan</td>
<td>651-201-2556</td>
<td><a href="mailto:Winnie.Sullivan@state.mn.us">Winnie.Sullivan@state.mn.us</a></td>
<td>Commissioner’s Office</td>
</tr>
<tr>
<td>Ground Floor Warden</td>
<td>Julie Kamrath</td>
<td>651-201-2303</td>
<td><a href="mailto:Julie.Kamrath@state.mn.us">Julie.Kamrath@state.mn.us</a></td>
<td>PMD</td>
</tr>
<tr>
<td>Ground Area Monitor</td>
<td>Cindy Rangitsch</td>
<td>651-201-2302</td>
<td><a href="mailto:Cynthia.Rangitsch@state.mn.us">Cynthia.Rangitsch@state.mn.us</a></td>
<td>PMD</td>
</tr>
<tr>
<td>Ground Area Monitor</td>
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<td><a href="mailto:Mike.Parker@state.mn.us">Mike.Parker@state.mn.us</a></td>
<td>DPS, Capitol Security</td>
</tr>
<tr>
<td>First Floor Warden</td>
<td>Jim Losinski</td>
<td>651-201-2440</td>
<td><a href="mailto:James.Losinski@state.mn.us">James.Losinski@state.mn.us</a></td>
<td>MMD</td>
</tr>
<tr>
<td>First Floor Monitor</td>
<td>Lisa Blue</td>
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<tr>
<td>First Floor Monitor</td>
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<tr>
<td>Second Floor Warden</td>
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<td><a href="mailto:Renda.Rappa@state.mn.us">Renda.Rappa@state.mn.us</a></td>
<td>MAD</td>
</tr>
<tr>
<td>Second Floor Monitor</td>
<td>Paul Mandell</td>
<td>651-757-1507</td>
<td><a href="mailto:Paul.Mandell@state.mn.us">Paul.Mandell@state.mn.us</a></td>
<td>CAAPB</td>
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<tr>
<td>Second Floor Monitor</td>
<td>Laurie Beyer-Kropuenske</td>
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<td><a href="mailto:Laurie.Beyer-Kropuenske@state.mn.us">Laurie.Beyer-Kropuenske@state.mn.us</a></td>
<td>IPAD</td>
</tr>
<tr>
<td>Third Floor Warden</td>
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<td>FMR</td>
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<td>FMR</td>
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<tr>
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<td>Ryan Allen</td>
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<td>RECS</td>
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<tr>
<td>Third Floor Monitor</td>
<td>Deb Nordling</td>
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<td>RECS</td>
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<tr>
<td>Third Floor Monitor</td>
<td>Linda McBrayer</td>
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<td><a href="mailto:Linda.mcbrayer@state.mn.us">Linda.mcbrayer@state.mn.us</a></td>
<td>Sentencing Guidelines Comm.</td>
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