

Building Emergency Plan

Centennial Office Building

658 Cedar St., St. Paul, 55155

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Building Emergency Procedures

A. Introduction

This plan is designed to provide **guidelines for responding to emergencies** within the Centennial Office 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.

Emergencies initiating evacuation to an assembly/meeting area outside the building may include:

- Fire, flame or smoke
- Bomb threats
- Floods
- 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)
- Chem., bio, or radiological contaminants
- Civil disturbances or demonstrations
- Hostage situations

What actions should employees know before an emergency occurs?

- Be familiar with the work site's emergency evacuation plan;
- Know the pathway to at least two alternative exits from every room/area at the workplace;
- 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.

What should employees do in an emergency?

- Leave the area quickly but in an orderly manner, following the building emergency evacuation plan. Go directly to the nearest fire-free and smoke-free stairwell recognizing that 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.
- Avoid using elevators when evacuation a burning building.
- Report to the designated assembly area/meeting place.
- Don't re-enter the building until directed by authorities.

B. General Responsibilities and Duties

Capitol Complex Security

- 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.

Plant Management

- 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

- 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 mobility impaired employees to select two "buddies" to provide assistance to them during an emergency. See "Buddies" for Persons Mobility Impaired.
- Report missing or unaccounted staff and guests, under an emergency response, to appropriate emergency response personnel.

Building Emergency Director – Centennial (Sanda O'Bryant 651/259-3784)

- 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 (Joel Siljendahl 651/201-1150)

- 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 Mobility Impaired

- Employees who are mobility impaired 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.

C. What to do if you see Fire or Smoke

When fire or smoke is observed:

- Dial '9-911' immediately to report the location and nature of fire or smoke.
- Then notify Capital Security (9-651/296-2100).
- 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.

D. 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.

E. 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.
- "Buddies" and mobility impaired employees 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

Some Don'ts

- 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.

F. 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 mobility impaired employees 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.

G. What to do in a Medical Emergency

- Dial '9-911' immediately to report the location and nature of the medical emergency.
- Do not hang up until the 911 operator tells you to.
- Then notify Capital Security (9-651/296-2100).

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

H. What to do in case of a Bomb Threat

Type of Bomb threats

Written

Dial '9-911' immediately, then notify Capital Security (9-651/296-2100).

- Contact your supervisor.

Telephone

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 '9-911' immediately, then notify Capital Security (9-651/296-2100).

- Contact your supervisor.

E-Mail / Voice Mail

- Don't forward the message to anybody
- Don't close the threatening email

Dial '9-911' immediately, then notify Capital Security (9-651/296-2100).

- 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.

I. What to do if the Power goes out

- Contact your supervisor.
- Call the MN.IT Service Desk (9-651/297-1111), or Capitol Security (9-651/296-2100).

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

J. What to do if the Phones go dead

- Contact your supervisor.
- Call the MN.IT Service Desk (9-651/297-1111).

K. What to do if you are trapped in the Elevator

- Remain calm.
- Use phone located in the elevator to call Capitol Security (9-651/296-2100).
- 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.

L. What to do if there is Threatening Behavior

- If the situation seems life threatening, dial ‘9-911’ for immediate assistance.
- Notify Capitol Security (9-651/296-2100).
- Provide them with the information you have available.
- Contact your Supervisor.
- In any situation remind employees to remain calm, stay out of harm’s way and be prepared to secure or restrict access to confidential records.

M. 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 should be reminded that they should give no information to reporters, etc. without the consent of executive authority.

N. What to do if there is Violence in the Workplace / Hostage Situation

- Dial ‘9-911’ to report the issue.
- Contact Capitol Security (9-651/296-2100).
- 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 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 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.

O. What to do if you receive Suspicious Mail or Package

- ***STOP! DON’T HANDLE.***
- Isolate it immediately.
- Don’t open, smell, or taste.
- Contact Capitol Security (9-651/296-2100).
- Contact your Supervisor.
- Wash your hands with soap and water.

Appendix 1

COB Occupant List (by Floor)

Updated 2/19/14

Basement

MN.IT Services - Shared Services

Ground Floor

MN.IT Services - Shared Services

Cafeteria/Store

Capitol Security - Security Desk

Training and Conference Rooms

First Floor

Office of Legislative Auditor

MN.IT Services - Shared Services

Council on Asian Pacific Minnesotans

Campaign Finance and Public Disclosure Board

Second Floor

Minnesota Management & Budget (MMB)

MN.IT Services - Shared Services

Third Floor

Human Resources, Dept. of Administration & MMB

Office of Geographic and Demographic Analysis

Risk Management

STAR Program

MN Department of Human Rights – Contract Compliance Unit

MMB – Enterprise Learning & Development

Developmental Disabilities Council

MN.IT Services (ISRM)

Fourth Floor

Minnesota Management & Budget (MMB)

Treasurer's Office

Statewide Integrated Financial Tools (SWIFT)

Fifth Floor

MN.IT Services

First Shift

Second Shift

Third Shift

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)

