

Emergency Plan & Procedures – 660 Olive Street

Updated: April 2010

Introduction

This plan provides guidelines for responding to emergencies that could impact staff and customers at 660 Olive Street. Remember that not all emergencies fall within the parameters of the written plan. Preparedness, awareness, and self-discipline are keys to an orderly and effective response to an emergency.

This plan provides:

1. A list of emergency personnel;
2. A process to disseminate information during an emergency; and
3. A procedure for relocation or evacuation of all or part of the building.

Overview

There are two choices to make during a building emergency – evacuate or relocate.

Emergencies that may call for evacuation include, but are not limited to:

- Smoke or fire;
- Bomb threats; or
- Hazardous chemical or hazardous waste spills

Emergencies that may only require relocation within the building include, but are not limited to:

- Severe weather;
- Civil disturbances;
- Nuclear accidents or terrorist attack;
- Bomb threats;
- Hazardous chemical or hazardous waste spills; or
- Medical

Order of authority:

1. St. Paul Police Department
2. Emergency Director or a designee
3. Area Monitors

Emergency Personnel & Responsibilities

Emergency Director:

Mary Mikes 651.297.3979 mary.mikes@state.mn.us

Duties and responsibilities:

- *Maintain the building emergency plan and update as needed;*
- *Coordinate testing of emergency communications systems and alarms with St. Paul Police Department and building alarm vendor;*
- *Conducts annual drills in emergency procedures, evacuation and relocation;*
- *Assures that Area Monitors receive training;*
- *Coordinates emergency activities with Area Monitors;*
- *Designate an assistant when Emergency Director is not available;*
- *Relays emergency announcements to building occupants and customers;*
- *Ensure that fire extinguishers are functional and tested at least annually;*
- *Ensure that burned out EXIT and emergency lights are replaced;*
- *Post evacuation routes in public areas; and*
- *Identify flammable materials in the building and check for proper storage.*

Designated Emergency Director back-up:

Vicki Westholter 651.297.8772 vicki.westholter@state.mn.us

Area Monitors

Teri Herron, Bookstore area (which is open to the public) 651.297.8770 teri.herron@state.mn.us

Robin PanLener, 660 Olive Street office area 651.297.7963 robin.panlener@state.mn.us -OR-

John Mikes, 660 Olive Street office area 651.297.4616 john.mikes@state.mn.us

Noel Charles, Bookstore warehouse 651.296.6445 noel.charles@state.mn.us

Duties and responsibilities:

- *Attending scheduled meetings and/or training sessions;*
- *Know evacuation routes within building;*
- *Be aware of any customers or staff who may have disabilities;*
- *Keep up-to-date roster of employees in their area and be able to account for their whereabouts during an emergency;*
- *Know where fire extinguishers are located and know how to use them;*
- *Report burned out EXIT and emergency lights to Emergency Director;*
- *If safe to do so, be stationed in public areas and direct people during emergencies;*
- *Ensure emergency exits are clear and safe;*
- *Lock and secure work areas (if necessary);*
- *Alarm and disarm security system (if necessary); and*
- *Redirect evacuation if designated routes are unavailable.*

Notes:

All staff have a copy of the building emergency's plan sections on evacuation and procedures. Given the relatively small size of the space, all staff should be familiar with basic emergency procedures.

The division also maintains an emergency contact list that may be utilized in the event of various emergencies. This list is maintained by Mary Mikes. Others with copies of this list are Vicki Westholter (Bookstore Supervisor), and Kent Allin (Materials Management Division Director).

St. Paul Police Department

Provides continuity of emergency functions within the City of St. Paul; and should be notified immediately of any emergency (see various emergency procedures) by calling 911. *Note: This location does not receive Capitol Security protection.*

Emergency procedures – fire

If a fire or severe smoke is detected, Area Monitors will:

- Call 911 as soon as possible;
- Notify customers and employees and begin evacuation procedures;
- Check restrooms;
- Make sure interior doors are closed;
- Make sure employees and/or customers are moving to the exits;
- Move to alternative exits if any doors feel hot;
- Direct employees and/or customers to the outdoor assembly area (Ideal Printing parking lot);
- Assist any mobility impaired employees or customers with evacuation; and
- Be able to account for staff member whereabouts after evacuation is complete.

Any attempt to put out the fire should be undertaken **only if it is safe for you to do so.**

Do not fight the fire unless:

- Someone has called 911.
- Everyone is out of the building.
- You have a way out and can fight the fire with your back to the exit.
- You have a proper extinguisher and know how to use it.
- Do not attempt to extinguish the fire if it is large, if there is a lot of smoke, or if your exit could be blocked.

After evacuation:

At the assembly site, the Emergency Director and Area Monitors will conduct a head count to resolve the location of all personnel.

Designated exits to be used are (best judgment needs to be made based on location of fire):

Front bookstore door

Warehouse dock door

Warehouse door in north corner of warehouse

Emergency procedures – severe weather

If severe weather (thunderstorm or tornado) appears imminent, Area Monitors will:

- Notify customers and employees and begin relocation procedures (severe weather locations include the lunch room and restrooms because of their interior location to the building);
- Assist any mobility impaired employees or customers with relocation;
- Make sure interior doors are closed;
- Make sure employees and/or customers are moving to the severe weather locations;
- Make sure bookstore blinds are closed; and
- Be able to account for staff member whereabouts after relocation is complete.

The weather radio at 660 Olive Street is located in Mary Mikes' office. In addition, most staff members have Internet access and can monitor severe weather information. Work station radios can also be used

to monitor severe weather. St. Paul weather alarm sirens can also be heard from the 660 Olive Street location.

After relocation:

At the assembly site, the Emergency Director and Area Monitors will conduct a head count to resolve the location of all personnel.

In the event that severe weather damages the building:

- Area Monitors will conduct a head count to ensure that all staff are present (if there are injuries, emergency medical assistance will be dispatched by calling 911);

In the event of a severe winter storm:

Employees should monitor Twin Cities news. Any closure of State of Minnesota offices due to a severe winter storm will be announced by major media outlets. If a winter storm strikes during the work day, early closure announcements will come from either governor's office or the Department of Employee Relations.

Emergency procedures – medical emergencies

If a serious injury or illness occurs in a work area or in the bookstore:

Call 911 immediately. If you are able to administer First Aid or CPR or use the portable defibrillator, designate another person to call. If you are not trained in First Aid or CPR, alert someone in your work area that is.

Staff members who have been trained in First Aid or CPR are:

- Jean Snyder-Hayes
- Noel Charles

If you are calling 911, be prepared to provide the following information:

- What the problem is;
- Exact location of the medical emergency (660 Olive Street);
- Which exterior door to enter (likely to be front door);
- Symptoms the victim is experiencing;
- Gender of the victim;
- Approximate age of the victim;
- If the victim is conscious and breathing;
- Your name; and
- Your telephone number.

Don't hang up until directed to do so.

To support the victim's medical needs:

- If injured, do not move the victim and try to keep him/her still;
- For bleeding, apply direct pressure to the wound (wearing gloves – located above the First Aid box) and elevate the wound area if possible;
- For chest pains, get the victim off their feet, be reassuring and do not leave the victim alone; and
- For drug overdose or suspected poisoning, give first aid if possible and collect pills and containers (give these to emergency personnel).

Send someone to the designated exterior door to meet emergency personnel and lead them to the scene.

Emergency procedures – bomb threat

In the event that an unusual object which appears foreign to the immediate surroundings is noticed (or the presence of an individual is unexplainable and of concern), notify your immediate supervisor to determine if 911 should be called.

If you receive a bomb threat, try to get information from the caller. They may tell you: the location of the bomb; the time set for the explosion; a description of the bomb; what kind of explosive it is; why the bomb was placed. Try to collect as much information as possible. Make note of the caller's gender, type of speech, accents, words used, etc.

After you have received a threat, call 911 and give them all the information you have. Then call or locate the Emergency Director who will issue an alert indicating a threat has been received.

Alert procedures:

- Area Monitors will notify occupants in their area to inspect personal areas for unidentified packages and letters. Area Monitors should also check general areas. These areas will also likely be inspected by St. Paul Police officials.
- If an item is discovered that can't be identified, the Area Monitor should notify St. Paul Police when they arrive as well as the Emergency Director. Do not touch or move the unidentified item.
- Customers and staff will be evacuated from the building and relocated to an area to be determined based on the location the suspicious package (Ideal Printing parking lot will be first choice). Assistance with evacuation should be offered to any mobility impaired employees or customers.
- Customers and staff will await additional instructions from emergency personnel responding to the situation.
- Area monitors will be able to account for staff member whereabouts after evacuation is complete.

Emergency procedures – hazardous chemical or waste spills

In the event of a hazardous spill outside of the building (such as an overturned truck):

- Emergency officials may recommend closing the air intakes into the building. If that occurs, the Emergency Director will be notified by the building landlord or by emergency personnel. Area monitors will keep employees and customers calm and inform them to stay inside the building until the danger has passed.
- Emergency officials may recommend that the area be evacuated. If that occurs, instructions will be provided about the evacuation route. If that occurs, the cash register should be emptied, all doors should be locked, and the alarm system should be activated when the last person leaves the building. For further developments, division emergency calling procedures may be activated or, if the evacuation is widespread, news updates will likely be available.

Emergency procedures – nuclear emergency

In the event of a nuclear emergency, the public warning is 5-minute wavering signal from sirens. If this occurs, the Emergency Director and Area Monitors should turn on radios or access the Internet to determine the situation as well as to gather additional information and instructions.

If necessary, an announcement will be made about relocation or evacuation.

Emergency procedures – terrorist attack

In the event of a terrorist attack in the downtown St. Paul area, the Emergency Director and Area Monitors should turn on radios or access the Internet to determine the situation as well as to gather additional information and instructions.

If necessary, an announcement will be made about relocation or evacuation.

Security and crime prevention tips

- When leaving the building, take a moment to survey the area. If you have concerns about your safety because you see people loitering or simply because something doesn't appear right, go back into the building and call 911. Trust your instincts.
- Try not to exit or walk alone. This is especially true after it becomes dark. Stay alert, walk with your head up, and walk near others if you feel threatened.
- Have your car keys in your hand to allow quick access into your vehicle.
- Look into your vehicle prior to entering it.
- Lock your doors after you have safely entered your car.
- Keep all valuables out of sight, lock them in your truck, or cover them up.
- Move your vehicle into a well-lit area close to your building after regular business hours.
- As you're arriving for work in your vehicle, if you have any reason to feel that the parking lot is not safe, don't pull in. Drive to another area and call 911.
- Report all suspicious or unusual activities immediately.
- If you observe a crime taking place in the neighborhood, don't take matters into your own hands. Call 911 for help.