

Mn/DOT CENTRAL OFFICE TRANSPORTATION BUILDING ALL HAZARDS PLAN

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Mn/DOT Central Office Transportation Building All Hazards Plan

SECURITY AND EMERGENCY PROCEDURES

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Minnesota Department of Transportation – Central Office

395 John Ireland Blvd., St. Paul, Minnesota 55155

PURPOSE STATEMENT

The purpose of this publication is to safeguard lives, preserve health and safety, protect property and prevent further damage to the Transportation Building and environment in the event an emergency should occur. In addition, preparedness helps to maintain confidence and support continuity of operations.

Not all emergencies fall within the parameters of a defined plan. There are times when individual judgment will be your best guide. Your preparedness, awareness and self-discipline are keys to an orderly and safe emergency response.

FOR EMERGENCIES CALL: 9-911 AND 651/296-2100 (Capitol Security).

TDD USE MINNESOTA RELAY DIAL: 9-711.

ADVISE OPERATOR TO DIAL: 911 and 651/296-2100.

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Mn/DOT EMERGENCY PHONE NUMBERS

CAPITOL SECURITY EMERGENCY 651/296-2100

LIFE THREATENING EMERGENCY 9-911

TDD USE MINNESOTA RELAY AT 9-711

INCIDENT COORDINATORS

Mn/DOT Safety Director	651/ vacant	Mobile: 651/775-2687
Office of Support Services Director.....	651/366-3114	Mobile: 651/248-4858
Central Office Facilities Manager	651/366-3095	Mobile: 651/248-4860
Support Operations Manager.....	651/366-3063	Mobile: 651/248-4859
Central Office Safety Administrator.....	651/366-3003	Mobile: 651/775-2683
Mn/DOT HSEM Director.....	651/366-3364	Mobile: 651/402-1395
Mn/DOT Metro Dispatch.....	651/582-1550	

STEERING COMMITTEE

Leader: Finance and Administration Division Director.....	651/366-4816	Mobile: 651/309-5143
Alternate: Human Resources & Administration Director.....	651/366-3032	Mobile: 651/247-3454

SUPPLEMENTAL EMERGENCY CONTACTS

Minnesota Duty Officer (Hazardous Spills).....	651/649-5451	1-800-422-0798
State Employee Hazardous Materials (24 Hour Hotline).....	1(800)222-1222	1-888-673-7466
Minnesota Poison Control System http://www.mnpoison.org/		

DEPARTMENT OF ADMINISTRATION – PLANT MANAGEMENT (Dispatch).....	651/201-2300	
Dept. of Administration – Risk Management Director.....	651/201-2585	Mobile: 651/270-0339

Revised: 3/2007

NOTE: SHOULD A MEMBER OF THE INCIDENT COORDINATORS CONTACT TEAM LEAVE THEIR CURRENT POSITION, THE DISASTER RECOVERY COORDINATOR MUST BE CONTACTED IMMEDIATELY WITH A REPLACEMENT.

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EMERGENCY RESPONSIBILITIES

SAFETY DIRECTOR

1. Develop, implement and maintain the plan.
2. In conjunction with Department of Public Safety/Capitol Security Division and the Department of Administration/Plant Management Division, conduct annual inspections of internal protection equipment system to ensure operation.
3. Conduct at least one annual emergency evacuation drill.
4. Ensure each mobility-impaired employee has two attendants assigned to him/her.
5. Announce appropriate emergency messages over the public address (P. A.) system. In cases where it is necessary to evacuate personnel for reasons other than fire alarms, approval will be obtained from the Commissioner or ranking staff members.
6. In conjunction with Capitol Security, review information received with a bomb threat and recommend evacuation or not.
7. In conjunction with Capitol Security, conduct annual training of Emergency Floor Monitors in the following areas:
 - A. Effective execution of fire drills.
 - B. Critique methods.
 - C. Planning and coordination of building evacuation due to fire incidents.
 - D. Coordinating the relocation of building occupants during severe weather emergencies and building emergencies.
 - E. Coordinating the relocation of mobility impaired building occupants during severe weather emergencies and building emergencies.
 - F. Procedures to correct deficiencies.
8. Appoint an assistant building emergency director.

SAFETY ADMINISTRATOR

Assist the Safety Director in the implementation and maintenance of the plan.

1. Train Emergency Floor Monitors.
2. Ensure ongoing compliance with Life Safety Codes.
3. Coordinate the training of appropriate personnel in the operation of the public address system and internal fire protection system.
4. Assist supervisors in the selection of floor area monitors/alternates.
5. Coordinate with supervisors in selecting two volunteers to serve as attendants for each mobility impaired employee.

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EMERGENCY RESPONSIBILITIES (continued)

EMERGENCY FLOOR MONITORS

Non-Emergency Responsibilities

1. Train for appropriate response to assist mobility-impaired personnel.
2. Participate in evacuation drills.
3. Familiarize yourself with the procedures contained in this handbook to ensure your state of readiness in the event of a building emergency.
4. Inspect aisles and exits to ensure means of egress are clear.

EMERGENCY RESPONSIBILITIES - EVACUATION

1. Emergency Floor Monitors will be notified of emergency status via:
 - A. E-mail/GroupWise.
 - B. Public address (P. A.) system.
 - C. Verbally, face to face, floor by floor.
2. Get equipment – cap and flashlight.
3. If it is safe to do so, ensure that attendants of mobility-impaired employee relocate mobility-impaired employee to a smoke-free or safe area.
4. Conduct final floor walk through sweep, if it is safe to do so.
5. Account for the whereabouts of personnel in your area of responsibility by a head count at the designated evacuation/assembly area.
6. Report floor status to Incident Coordinator at the John Ireland Boulevard flag pole area or designated evacuation/assembly location. Report EXACT LOCATION of any person remaining in building.
7. Assist Incident Coordinator as directed.
8. Debrief incident in cafeteria or designated evacuation/assembly location.

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EMERGENCY RESPONSIBILITIES (continued)

SUPERVISORS

1. Ensure all personnel are aware of and understand the Department's security and safety policies, including, but not limited to the following:
 - A. Policy 3.8 Human Resources Administration: Security of State Employees and State Property.
 - B. Policy 3.8 G-1 Human Resources Administration: Security of Employees and State Property Guidelines.
 - C. Policy 3.8 G-1 Attachment A Human Resources Administration: Security Procedures for Transportation Building.
2. Ensure all personnel understand evacuation plan.
3. During an evacuation, assist Emergency Floor Monitors in accounting for personnel at the designated assembly/gathering area outside the building. (See map Appendix A page 26).
4. Ensure each mobility-impaired employee has two attendants assigned to assist that employee in the event of an emergency.
5. Ensure all employees under your supervision evacuate when alarm sounds and as necessary, report to the Incident Coordinator those who refuse to evacuate.

EMPLOYEES

1. Employee ID badges/key cards must be visible at all times.
2. Respond to emergency situations in a calm and orderly fashion.
3. Evacuate building when alarm sounds.
4. In the event of an emergency, notify Capitol Security at 651/296-2100.
5. Do not share entry to the building with anyone who does not have a clearly visible Mn/DOT employee ID badge.
6. Non-business Hours Building Entry: employees **MUST** sign in at the first floor security podium when entering the building during non-business hours. Cooperation with Capitol Security Officers who may inquire about your business and intended location during non-business hours is required.
7. Employees are responsible for replacement costs of lost security access cards.

If you have lost or misplaced your building security access card, please do the following:

- A. Notify your manager or supervisor.
 - B. Obtain a temporary access card from the Information Desk.
 - C. Return temporary access card to the Information Desk by 4:25 p.m.
 - D. Contact CO Security Administrator at 651/366-3135 to obtain replacement ID badge/keycard.
8. Report suspicious behavior, abandoned packages and/or violent incidents to Capitol Security IMMEDIATELY (651/296-2100).
 9. Employees **MUST** notify supervisor of permanent or temporary physical mobility impairment that could prevent or limit them from keeping up with the normal flow of foot traffic in stairwells in the event of a building evacuation.

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EMERGENCY RESPONSIBILITIES (continued)

VISITORS

1. Employees MUST notify the first floor Information Desk of all visitors/vendors.
 - A. Phone Number: 651/296-3000
 - B. GroupWise address: Information Desk, CO.
2. Visitors must be escorted while in the building.
3. All visitors must sign in at the first floor Information Desk to obtain a visitor security badge. Please escort departing visitors to the first floor Information Desk to return visitor security badge.

RECEPTIONISTS

1. Report all suspicious persons, suspicious behavior, abandoned packages, threatening individuals and/or violent incidents to Capitol Security Emergency at 651/296-2100 or by pressing the silent alarm located at some reception areas. Capitol Security will dispatch an officer to the alarm site immediately.

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EMERGENCY COMMUNICATION SYSTEMS

COMMUNICATION SYSTEMS

1. In the event of a building emergency, communications will happen via the building Public Address (P. A.) System.
2. Should the P. A. system fail, personnel will be notified of appropriate actions to take by the Emergency Floor Monitors.
3. Communication of information may also be provided through Groupwise.
4. The Office of Communications and Public Relations will communicate via the media and to address complex-wide communications.

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FIRE PLAN

FIRE EVACUATION-SMOKE OR FIRE

When smoke or fire is seen in the building, use the manual fire alarm pull stations located on all floors near stairwells. Immediately contact St. Paul Fire Dept. 9-911 and Capitol Security 651/296-2100.

Upon discovering any threat of fire (i.e., overheating machines, loose wires, sparks, etc.) contact Capitol Security at 651/296-2100.

ALARM SIGNAL AND MESSAGE

In case of fire or fire drill, an automatic audible alarm will sound in the affected area. All building occupants in the **affected area/incident floor** where the alarm is sounding and the **floor above** and the **floor below** the affected area/incident site **MUST** evacuate the building immediately using stairwells.

EVACUATION – HELPFUL HINTS:

- Begin evacuating when instructed to do so **WITHOUT HESITATION**.
- Do **NOT** try to return to your office.
- Do **NOT** open doors before checking for heat intensity, fire, odor or smoke.
- Do **NOT** use the elevators.

Emergency Floor Monitors are assigned to each floor to assist in the coordination of the building evacuation.

All building occupants will evacuate the building in a calm and orderly fashion using the designated exit routes as indicated for their work location. Visitors and employees away from their work location during an alarm will follow the lead of the employees in the area and evacuate. Elevators will **NOT** be used. All doors **MUST** be closed.

Employees are instructed to take their personal possessions (car keys, purse, wallet, jacket, etc.) with them during an evacuation. Employees will not be able to return to the building until alarm condition has been resolved and a determination has been made that it is safe to re-enter the building.

Each mobility-impaired building occupant will move to the lobby with fire doors closed. If lobby is smokey, move to a smoke-free area accompanied by two attendants. The first attendant will remain with the mobility-impaired person.

The second attendant will communicate to the Incident Coordinator at the designated report site (John Ireland Boulevard flag pole) the status and location of the two remaining people who need to evacuate.

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FIRE PLAN (continued)

Unless a life-threatening situation exists, the mobility-impaired person and their attendant will not attempt to move down the stairs without the assistance of emergency response personnel.

ASSEMBLY AREAS

Once outside, all employees are to report to the designated assembly area for their work area and check in with their supervisor or the Emergency Floor Monitor. (See Evacuation Map, Appendix A). All evacuation assembly areas are across John Ireland Blvd.

Anyone standing outside the building (at any exit point) during an evacuation must move across the street IMMEDIATELY to avoid bottlenecks on the evacuation route.

Emergency Floor Monitors will determine the whereabouts of employees who do not report to the assembly area by questioning managers, supervisors and co-workers. Employees not accounted for will be reported to emergency response personnel.

BUILDING CHECK

Capitol Security, when safe to do so, will inspect the building to ensure evacuation compliance and notify the Incident Coordinator of any/all personnel who did not evacuate as directed.

ALL CLEAR SIGNAL

All building occupants will remain outside the building in the designated assembly location until an 'all-clear' signal is given by the Incident Coordinator or Capitol Security.

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SEVERE WEATHER - TORNADO/SEVERE WEATHER PLAN

The Transportation Building is equipped with weather radios at the First Floor Information Desk as well as in the Office of Human Resources on the Fifth Floor.

TORNADO COMMUNICATION

- Public Warning: civil defense siren – steady tone throughout the city.
- Radio station WCCO – frequency 830 AM will broadcast warning.
- Building Warning: will be announced over the P. A. system.
- Building Watch: will be announced over GroupWise.

Tornado Watch

Notice of a tornado watch will be given if weather conditions in the seven-county metropolitan area could foster a tornado. The length of time and the area affected will be announced to employees via GroupWise.

Emergency Floor Monitors will check the location of mobility-impaired persons in their area. Remember to bring any flashlights, portable radios or cell phones you may have with you.

Be prepared to move quickly to shelter areas in the event conditions change from tornado watch to tornado warning.

Updated reports will be given as conditions warrant until the end of the tornado watch. At that time, an 'all clear' message will be given.

Tornado Warning

Alarm Signal and Message

When the National Weather Service issues a tornado warning that affects the building, the PA system will direct building occupants to immediately move to designated shelter areas. (A shelter area is defined as an inner room, interior stairwell or tunnel system.)

Severe Weather Relocation

Eighth Floor occupants will use the center stairwell to move to a lower floor so they are protected from roof damage or collapse.

Building occupants on the remaining floors will relocate to designated shelter areas. The cafeteria, main lobby, all offices along the perimeter of the building and all other areas where risk of injury from broken glass or windows exists will be vacated.

All Clear Signal

Building occupants will remain in designated shelter areas until the "all-clear" signal is given (via the P. A. system) to return to their work area.

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BOMB THREATS

Bomb Threat Procedures/ Responsibilities

WRITTEN BOMB THREATS

Immediately report to Capitol Security at 651/296-2100

BOMB THREAT CALLS - E-MAILS / VOICE MAIL

When a threatening call is received, write down the following:

1. Attempt to determine:
 - A. Time set for detonation.
 - B. Location of the bomb.
 - C. Name of the caller.
 - D. Why the bomb was set (motive).
 - E. Description of the device and type of explosive.
2. Make note of the following about the caller:
 - A. Gender.
 - B. Type of speech
 - C. Accent, words used, etc.
3. Notify Capitol Security immediately at 651/296-2100

E-Mail / Voice Mail

1. Don't forward the message to anybody.
2. Don't close the threatening email
3. Limit the number of times an audio message is replayed.
4. If you receive either of the above, notify Capitol Security immediately at 651/296-2100

Announcements:

If a threat is received, the Building Emergency Director or Capitol Security using the building P.A. system will announce:

"A potential threat has been received in the building; all employees **VISUALLY** check your areas of responsibility for any unidentifiable of suspicious packages or items".

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BOMB THREATS (continued)

If a suspicious package or device is found, announce:

“An unidentifiable package has been located, evacuate (specific 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 relocation point”.

Limited search time –

In the event an object that appears to be a bomb is found or the caller indicates the device will detonate in 30 minutes or less and 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 the absence of the Building Emergency Director, Capitol Security will make the determination.

In the event of an evacuation of the building:

- A. All persons will follow the approved fire evacuation routes as per the current Building Emergency Plan. Unless it would impede a timely egress from the building, employees should take coats, purses/wallets and car keys with them when they evacuate.
- B. In the event a device is found near to a stairwell or exit, an announcement will be made directing occupants to avoid those areas.
- C. Employees should reassemble at their relocation site not less than 300 feet from the building.

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BOMB THREATS (continued)

Responsibilities:

A. Building Emergency Staff, Employees, Janitors and Maintenance personnel

1. Conduct a VISUAL INSPECTION of all private areas/offices, supply/copy rooms, elevator shafts maintenance closets, stairwells etc. for any unusual, suspicious or out of place items and immediately report to Capitol Security at 296-2100.
DO NOT TOUCH OR MOVE ANY SUSPICIOUS OR UNIDENTIFIABLE ITEMS.
2. Turn room chairs over to indicate the room/area has been checked.

B. Capitol Security

1. Check interior public areas of building (bathrooms, lobbies, hallways, and cafeteria area).
2. Check exterior perimeter of building including all trash receptacles, bushes, etc).
3. Check relocation points for secondary devices.

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.

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DISTURBANCES, DEMONSTRATIONS, OR OTHER WORKPLACE VIOLENCE INCIDENTS

If a demonstration becomes threatening or civil disturbance does occur:

1. Notify Capitol Security at 651/296-2100 immediately to manage the incident.
2. Plant Management is responsible for the continuing function of the physical plant/building.
3. Personnel will be kept informed as much as possible.
4. No person or group should be utilized to mitigate a disturbance which could place that group in harms way.
5. Silent panic alarms are located in some reception areas. Activating the silent alarm will immediately dispatch officers to the alarm location.

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MAIL HANDLING PRECAUTIONS FOR SUSPICIOUS PACKAGES

Suspicious Package or Envelope: **WHAT TO LOOK FOR**

1. Address label poorly typed, handwritten or misspelled words, especially common words.
2. Addressed to incorrect title or title only.
3. No return address, return address poorly written or typed.
4. Package excessively wrapped, taped or bound with string.
5. Exterior of package has strange appearance, oily stains, discolorations.
6. Package has an odor.
7. Labeled with restrictive endorsements, such as "Personal" or "Confidential".
8. Excessive hand postage or markings indicating it was mailed from a foreign country.
9. A city or state postmark that doesn't match the return address.
10. Excessively heavy for the size of the package.
11. Lopsided or uneven envelope.
12. Protruding wires, aluminum foil or ticking sounds.
13. Package is unexpected and is from someone unknown to receiver.

Suspicious Package or Envelope: **WHAT TO DO**

1. **DO NOT OPEN** package/envelope if you believe it to be suspicious.
2. Do not shake, bump or empty package contents.
3. Limit Exposure – Do not open, smell, handle, touch or taste.
4. Using rubber gloves, place package in a clear plastic bag with sealed closure or similar sealed container, preventing leakage. If possible, double bag.
5. If no container is available, cover the package/envelope with anything (article of clothing if necessary).
6. Isolate – place package or letter in a secure area, away from people.
7. Turn off fans and ventilation units in all areas the package/envelope has been.
8. Call Capitol Security 651/296-2100.
9. Describe in detail why you feel the package is suspicious.
10. Make a list of all the people who were in the room or area when the suspicious package or letter was received.
11. Wash your hands with soap and warm water for at least 15 seconds immediately after handling the suspicious package.
12. Shower with soap and water as soon as possible.

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MAIL HANDLING PRECAUTIONS FOR SUSPICIOUS PACKAGES (continued)

Suspicious Package or Envelope: **CONTENT SPILL**

1. Call Capitol Security at 651/296-2100.
2. DO NOT leave the area.
3. DO NOT allow others to enter contaminated area.
4. Notify the supervisor.
5. DO NOT clean up the liquid or dust spill. Cover the spilled contents immediately with anything available (clothing, paper). DO NOT remove the cover over the spill.
6. If the contents spilled on your clothes, remove contaminated clothing as soon as possible. Place clothing in a plastic bag and make sure the clothing is given to emergency personnel for proper handling. Wash skin area under the contaminated clothes area thoroughly.
7. Spill area to remain undisturbed until proper authorities have assessed the scene.
8. Spill clean up should be done by authorized personnel only.
9. Wash your hands with soap and warm water for at least 15 seconds immediately after handling the suspicious package .
10. Shower with soap and water as soon as possible.

NOTE: Anthrax is not an immediate threat and must be inhaled, ingested or absorbed through the skin via an open wound to cause infection. It is very difficult to keep anthrax airborne due to it's large particle size. Building air handling units should be shut down as soon as possible to reduce the possibility of an airborne exposure. Anthrax is not contagious and can be treated with antibiotics. Only the people in the immediate area of the exposure need to be evaluated for decontamination.

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MEDICAL EMERGENCIES

CALL 9-911 in the event of a LIFE THREATENING EMERGENCY. Capitol Security must also be called at 651/296-2100. Capitol Security will escort emergency personnel to the emergency scene.

For non-life threatening medical emergencies, call Capitol Security at 651/296-2100.

EMERGENCY COMMUNICATIONS

Call 9-911 and Capitol Security at 651/296-2100.

Give the following information:

1. Building address (Transportation Building, 395 John Ireland Blvd., St. Paul, MN 55155).
2. Exact location of the emergency.
3. Floor and room number.
4. Symptoms of the victim.
5. If victim is responsive.
6. Victim's name, date of birth/estimated birth.
7. When and where symptoms first occurred.
8. Victim's pertinent medical history: diabetes, heart disease, epilepsy, etc.
9. Name of victim's physician.
10. Your name and number where you can be reached - cell or office.

FIRST AID

Call Capitol Security 651/296-2100 for medical assistance.

First aid kits are located on each floor. An Automatic External Defibrillator (**AED**) unit is located at the First Floor Information Desk.

SUPPORTING THE VICTIM

Send a second person to the elevator to assist in escorting Capitol Security to the scene.

Remain calm. Assess the situation and protect yourself. Use gloves or a barrier to prevent contact with blood or body fluids.

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MEDICAL EMERGENCIES (continued)

INJURY

DO NOT move the victim and try to keep the victim still.

DRUG OVERDOSE/POISONING

1. Render first aid.
2. If possible, retain any remaining pills, drugs or containers.
3. Follow emergency procedures listed on container.

BLEEDING

Protect yourself while assisting others - use gloves or a barrier to prevent contact with blood or body fluids.

First aid kits are located on each floor at reception areas.

If you have been trained to perform first aid, put a clean absorbent cloth, paper towel or your gloved hand over the wound and apply firm steady pressure. If victim is conscious and is able to assist, allow them to apply pressure over their wound.

Elevate an injured arm or leg above the level of the victim's heart if possible.

Continue to apply pressure by securing the cloth with a bandage. If original cloth becomes saturated, do not remove it. Add another layer of absorbent material on top of the original cloth.

If bleeding does not stop, victim should be transported to the nearest emergency room for medical treatment.

After the incident, any employees with direct exposure to the victim's blood or body fluids must notify the Safety Administrator at 651/366-3003 and be offered a post exposure medical evaluation to determine blood borne pathogen exposure risk and treatment options.

Clean up: Areas that have been contaminated with blood or body fluids must be decontaminated with an appropriate cleanser. Secure entire contaminated area to prevent others from entering. Contact Facility Management for clean up at 651/366-3095.

Mn/DOT Central Office Transportation Building All Hazards Plan

MEDICAL EMERGENCIES (continued)

CARDIAC ARREST

CPR (cardiopulmonary resuscitation)

Check victim: A-B-C's:

1. Open **A**irway - Place one of your hands on victim's forehead. With your other hand place two fingers under their chin to gently tip their head back to open the airway.
2. Check **B**reathing - Position your ear near the victim's mouth and nose. Watch chest for rising, listen for breath every 5-10 seconds or feel breath against your cheek.
3. Check **C**irculation - Feel for pulse (Place the tips of your first two fingers on the victim's Adam's apple and then slide them down into one of the grooves that lie on either side of the windpipe).
4. If you are trained in CPR and if no breath is detected, perform rescue breathing (start with two full breaths and then give one breath every five seconds). Use a protective one-way breathing valve barrier if available.
5. If you are trained in CPR or if no pulse is detected, begin chest compressions.
6. An Automatic External Defibrillator (AED) is located at the first floor Information Desk. All Capitol Security staff are trained to use it.

CHOKING

1. If victim can speak or cough forcefully and is getting sufficient air, do not interfere with their attempts to cough the obstruction out of their airway.
2. If victim cannot speak or cough forcefully and is not getting sufficient air, call Capitol Security at 651/296-2100 for medical assistance.
3. If you have been trained to perform first aid for choking, stand behind the victim and wrap your arms around their waist. Make a fist with one hand and place it just above the victim's belly button and below their ribs with your thumb and forefinger side toward you. Grab the fist with your other hand and pull it quickly toward you and slightly upward. Repeat until the victim can breathe or becomes unconscious.
4. If the choking victim becomes unconscious, lay the victim on their back.
5. Check for the object in the mouth. Try to sweep the obstruction from the victim's throat.
6. Even if you are not successful, tip the head back and attempt rescue breathing. Use a protective one-way breathing valve barrier if available.
7. If rescue breathing is not working due to the obstruction, sit straddling the victim's thighs and give 5 abdominal thrusts (push on the victim with the heel of your hand just above their belly button).
8. Repeat steps 6, 7 and 8 as needed.

Mn/DOT Central Office Transportation Building All Hazards Plan

HAZARDOUS MATERIALS

Call Capitol Security at 651/296-2100 and 9-911.

FOR EMERGENCIES, INFORMATION AND MATERIAL SAFETY DATA SHEETS CONTACT:
State of Minnesota Employee Health and Safety Information Hotline 24-hour, toll-free 1-888-673-7466.

Chemical, Physical, Infectious agents information.

EYE OR SKIN CONTACT

Immediately begin rinsing exposed area with water.

Call Capitol Security 651/296-2100.

Call the 24 hour - HOTLINE 1-888-673-7466 to obtain further instructions specific to the substances involved.

INGESTION

If the individual is unconscious, call 9-911 and Capitol Security 651/296-2100.

Call the HOTLINE at 1-888-673-7466 to obtain further instructions specific to the substance(s) involved. Never induce vomiting unless instructed to do so by a health care professional.

INHALATION

Move the individual to fresh air.

If the individual is not breathing or is having difficulty breathing, call 9-911 and Capitol Security 651/296-2100.

Call the HOTLINE 1-888-673-7466 to obtain further instructions specific to the substance(s) involved.

Mn/DOT Central Office Transportation Building All Hazards Plan

HAZARDOUS MATERIALS (continued)

SPILL/LEAK MANAGEMENT

Do not attempt to cleanup a spill or stop a leak unless adequately trained to do so.

Identify material(s) spilled.

Determine if person(s) have been exposed. Identify person(s) who have been exposed.

Isolate area to prevent others from being exposed.

Activate spill protocols if known.

Call HOTLINE at 1-888-673-7466 to obtain instructions specific to the substances involved.

Mn/DOT Central Office Transportation Building All Hazards Plan

ELECTRICAL/ELEVATOR FAILURE & GAS EMERGENCIES

ELEVATOR POWER FAILURE

The Transportation Building is equipped with emergency power generators. Should the building lose power, the emergency power source will be activated within five seconds. This power source will maintain lighting in selected areas (stairwells, basement and critical areas) to assure personnel safety.

Employees located in areas without a natural light source should relocate to the cafeteria and remain there until power is restored or instructed otherwise.

In case of a power outage, instructions will be given over the P. A.

ELEVATOR FAILURE

All passenger elevators in the Transportation Building are equipped with emergency call buttons. When the button is depressed, Capitol Security is automatically notified. Button will flash and a recorded message will sound, then the Capitol Security dispatcher will speak.

Report elevator malfunctions to Facility Management at 651/297-5642.

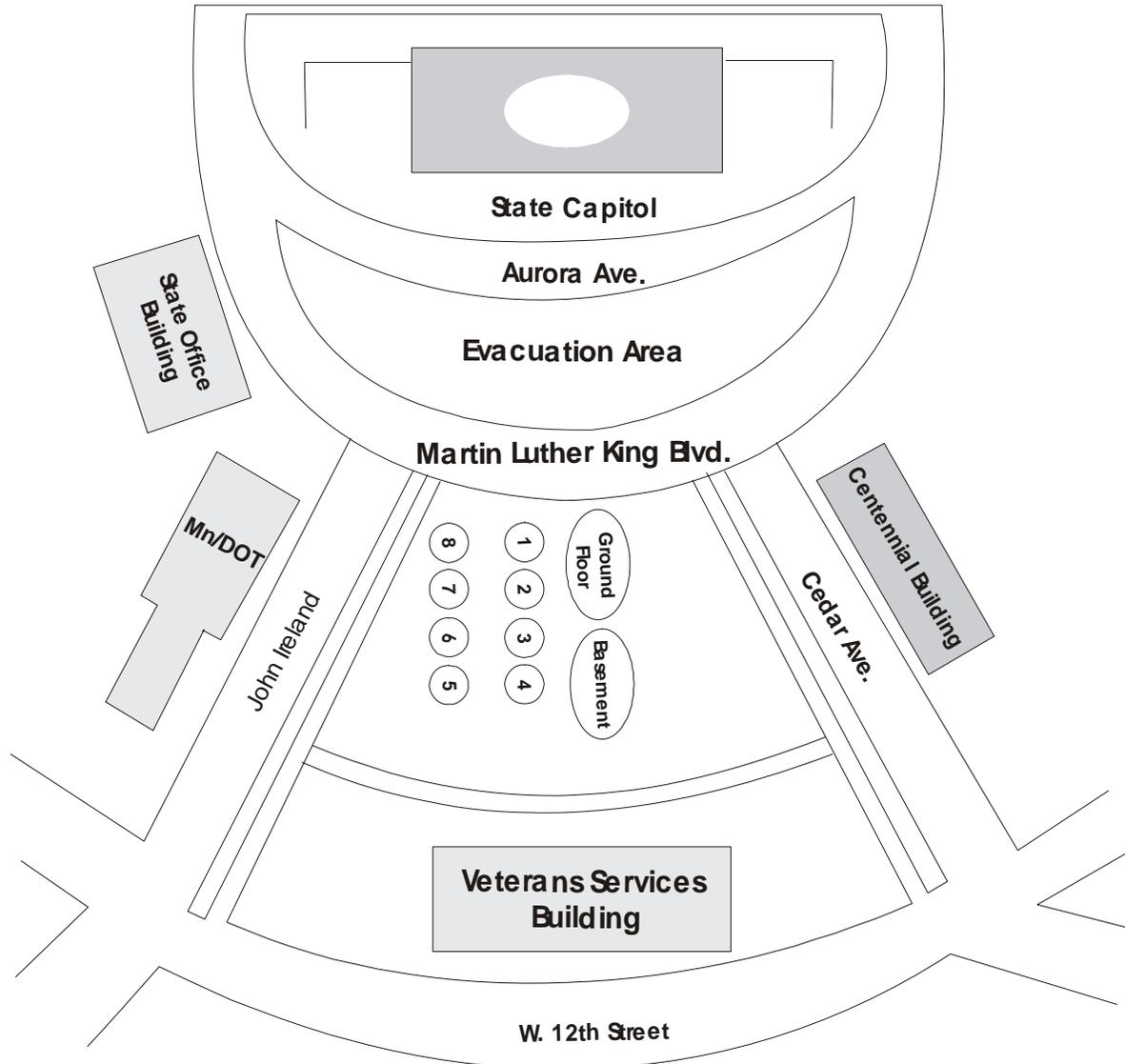
NATURAL GAS RELEASE

If the odor of natural gas is detected, immediately evacuate the area and notify Facility Management 651/366-3095 or Plant Management 651/201-2300 if natural gas odor is detected.

- A. If a dangerous situation exists, the Emergency Coordinator will make an announcement over the P. A. system advising employees of the problem and giving evacuation instructions.
- B. No one should re-enter the building following a reported natural gas leak until re-entry is approved by the Incident Coordinator, Capitol Security or gas company officials.

Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX A - EVACUATION AREA MAP



Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX B – WARNING AND ALARM SYSTEMS

WARNING AND ALARM SYSTEMS:

The Central Office Transportation Building has the following internal protection systems:

1. Smoke detectors and heat sensors.
2. Emergency pull stations near stairwells.
3. Fire extinguishers and fire hose stations.
4. Automatic sprinkler system.
5. High rise building fire annunciation system.
6. Flashing electronic alarm lights.
7. Audible alarm and automatic voice command warning system.
8. Elevator recall system.
9. Emergency lighting system which is automatically activated during power outage.
10. Weather radio.

Evacuation maps for each floor are located near north and south stairwells.

The building is equipped with Enterprise Building Integrator (EBI). This system pulls together life safety (fire control, smoke management controller), security (access control, security controller (CCTV) and HVAC (EMS control systems, remote systems and network controls).

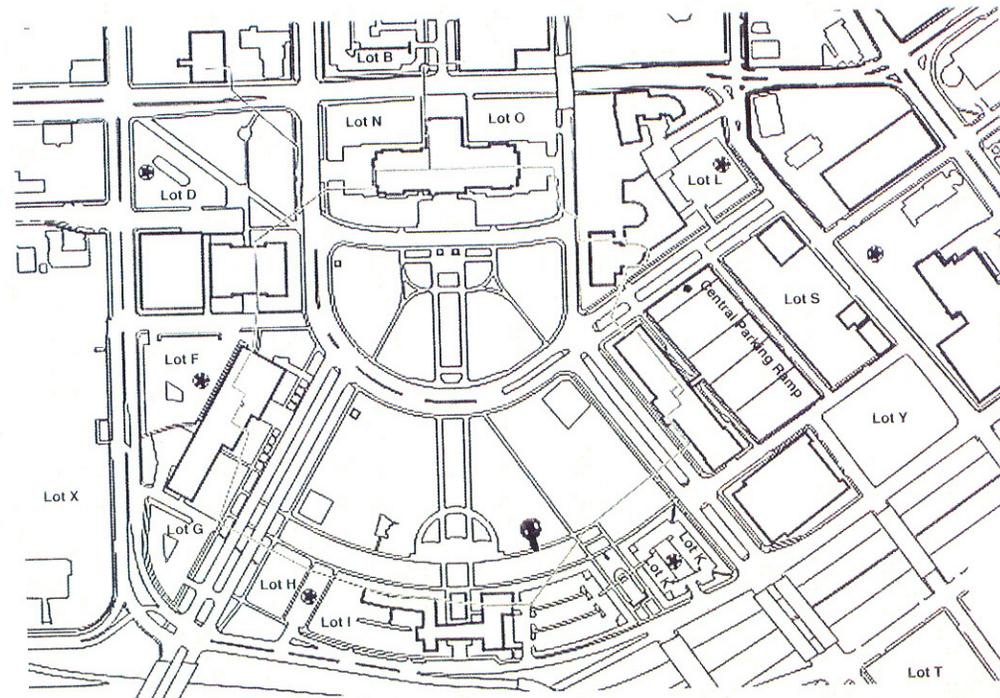
Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX C - PARKING LOTS

All Capitol Complex parking lots are patrolled by Capitol Security. Most parking lots have security cameras that are monitored throughout the day. Report suspicious persons or behavior to Capitol Security Emergency at 651/296-2100.

Capitol Security Officers are available for escort to and from the parking lot. Please call Capitol Security Non-Emergency at 651/296-6741.

Emergency call boxes are located throughout the Capitol Complex. Call boxes ring to Capitol Security Dispatch.



Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX C – SECURITY THREAT CODE ACTION PLANS

SECURITY THREAT CODE ACTION PLANS

INCIDENT COORDINATOR TO DETERMINE THREAT CODE STATUS

Green Threat Code	LOW
Blue Threat Code	GUARDED
Yellow Threat Code	ELEVATED
Orange Threat Code	HIGH
Red Threat Code	SEVERE

GREEN SECURITY THREAT CODE - LOW RISK

Be alert to suspicious activities and report such activities to Capitol Security and/or local law enforcement IMMEDIATELY.

Measure 1

Post contact information for Capitol Security and local law enforcement throughout Central Office.

Measure 2

Develop/Exercise Disaster Recovery Plan.

Measure 3

Develop communications system between Incident Coordinator and Disaster Recovery Team(s).

Measure 4

Communicate appropriate information regarding internal, local, regional and national security issues.

Measure 5

Train employees for appropriate emergency preparedness and emergency response action.

Measure 6

Conduct facility vulnerability assessments.

Measure 7

Implement counter measures in accordance with facility vulnerability assessment findings and subsequent directives.

Measure 8

Develop/implement/refine security policies and procedures.

BLUE SECURITY THREAT CODE – GUARDED RISK

ENSURE GREEN MEASURES 1, 2, 3, 4, 5, 7, and 8 ARE COMPLETED

Be alert to suspicious activities and report such activities to Capitol Security and/or local law enforcement IMMEDIATELY.

Measure 9

Test communications systems and equipment and post findings.

Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX C (continued)

Measure 10

Conduct evacuation drills.

Measure 11

Determine needed emergency equipment inventory and procure such inventory.

YELLOW SECURITY THREAT CODE - ELEVATED RISK

ENSURE GREEN MEASURES 1, 2, 3, 4, 5, 7, and 8; BLUE MEASURES 9, 10, and 11 ARE COMPLETED

Be alert to suspicious activities and report such activities to Capitol Security and/or local law enforcement IMMEDIATELY.

Measure 12

Increase surveillance of critical locations/functions.

Measure 13

Alert Emergency First Response Team of elevated risk and the need to increase vigilance and readiness.

ORANGE SECURITY THREAT CODE - HIGH RISK

ENSURE GREEN MEASURES 1, 2, 3, 4, 5, 7, and 8; BLUE MEASURES 9, 10, and 11; YELLOW MEASURES 12 and 13 ARE COMPLETED

Be alert to suspicious activities and report such activities to Capitol Security and/or local law enforcement IMMEDIATELY.

Measure 14

Monitor building exterior parameters.

Measure 15

Activate Disaster Recovery call trees.

Measure 16

Put Incident Coordinators, Emergency First Responders, Disaster Recovery Team and Steering Committee on alert.

Measure 17

Activate the Command Center for emergency operation.

Measure 18

Disseminate appropriate information to all concerned parties through Office of Communications.

Measure 19

Contact contracted vendors to confirm emergency response products and services are available and properly retained.

Measure 20

Restrict facility access to essential personnel only.

Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX C (continued)

Measure 21

Limit access to restricted areas.

Measure 22

Close the John Ireland building entrance.

Measure 23

Cancel or move location of non-essential activities (meetings, public forums and trainings).

Measure 24

Secure availability of alternate operation site.

Measure 25

Increase exterior parameter surveillance.

Measure 26

Control access to parking areas adjacent to facility, delivery points and grounds.

Measure 27

Notify employees of threat and what actions are expected in response to threat.

RED SECURITY THREAT CODE - SEVERE RISK

ENSURE GREEN MEASURES 1, 2, 3, 4, 5, 7, and 8; BLUE MEASURES 9, 10, and 11; YELLOW MEASURES 12 and 13; ORANGE MEASURE 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, and 27 ARE COMPLETED

Be alert to suspicious activities and report such activities to Capitol Security and local law enforcement IMMEDIATELY.

Measure 28

Mobilize Steering Committee.

Measure 29

Mobilize Emergency First Response Teams - meet at the Fire Command Center.

Measure 30

Grab equipment, test equipment and carry communication equipment while responding to incident.

Measure 31

Put essential personnel on call.

Measure 32

Mobilize emergency vehicles and equipment.

Measure 33

Secure site, evacuate as necessary.

Mn/DOT Central Office Transportation Building All Hazards Plan

APPENDIX C (continued)

Measure 34

Relocate operations as necessary.

Measure 35

Maximize standoff distance by placing barricades, no parking zones/meters adjacent to facility (DoD standard is 25 m (82 ft)).

Measure 36

Activate Disaster Recovery plan if needed.