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## 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:
  - The exact location of the medical emergency 321 Grove St.
  - ], floor and room number
  - Which exterior door to come to
  - The symptoms of the victim
  - 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

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

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