



Building Emergency Plan
691 Robert Street and Powerhouse Buildings
St. Paul

Introduction

This plan provides guidelines for responding to emergencies in the 691 Robert St. Building and the Powerhouse. 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 Mike Dasovic 9-651-201-2344 (shop) or 651-341-3802 (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 (floor monitors) receives training
- Shall designate an assistant (floor monitor) who is capable of taking charge when out of the building
- Alerts the floor monitors and the building population. (verbally or thru paging)
- Coordinates emergency activities with Capitol Security and Emergency Team
- Ensures that accurate evacuation routes are posted in public areas
- Verify that visitors have evacuated

Assistant Building Emergency Director Derek Wallace (2nd shift Electric Shop) 9-651-797-9870 (cell)

- Acts as Building Evacuation Director for second shift
- Meets with second shift employees to outline emergency procedures and routes
- Alerts the building population. (verbally or thru paging)
- Coordinates emergency activities with Capitol Security
- Authorizes employees to return to facility once “all clear” is announced

Emergency Team Members (Floor Monitors)

- Attend training sessions
- Know emergency routes for evacuation and relocation of people on their floors
- Meet with first shift employees 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 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
- **Note: Elevators are not safe to use in a fire or smoke situation**
- 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 **Parking Lot L – Judicial Parking Lot** for all employees

- Other evacuation sites include the **Judicial Building Parking Garage**
- **Internal relocation sites** (severe weather, nuclear incident, etc.) are the basement level hallway or shops that are located away from windows
- **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 651-341-3802 (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: 691 Robert Street, 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.

Other Emergencies (civil disturbances, bomb threats, etc.)

- Follow the directions of the Building Emergency Director or Capitol Security

691 Robert St. and Powerhouse Building Emergency Team

Floor	Name	Phone #	Email	Location
Building Emergency Director	Mike Dasovic	651-341- 3802 (cell)	mike.dasovic@state.mn.us	Carpenter's Shop
Second Shift Assistant Building Emer. Dir.	Derek Wallace	651-797- 9870	derek.wallace@state.mn.us	Electric Shop
Basement Area Monitor	Ron Clerici	651-785- 6361 (cell)	ronald.clerici@state.mn.us	Electric Shop
Basement Area Monitor	Dean Strauch	651-341- 3818 (cell) or 651-201- 2349	dean.r.strauch@state.mn.us	Machine Shop
2 nd Shift Basement Area Monitor	Paul Schiller	651-201- 2349 or 651-894- 4567 (cell)	paul.schiller@state.mn.us	Machine Shop
First Floor Monitor	Chris Klawiter	651-201- 2356	chris.klawiter@state.mn.us	Store Room
First Floor Monitor	Roger Thorsvik	651-201- 2348	roger.thorsvik@state.mn.us	Pipe Shop
Second Floor Monitor	Gary Myhre	651-201- 2344	gary.myhre@state.mn.us	Carp/Paint Shop
Second Floor Monitor	Manny Garcia	651-629- 8303 (pager)	manny.gacia@state.mn.us	Carp/Paint shop

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