

**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
SAINT PAUL, MINNESOTA**

OCCUPANT EMERGENCY PLAN

Date: _____

(RL and LC)

(RL)

(RL)

(Administrative Officer)

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Overview

Introduction

Emergencies, both major and minor, are a part of our everyday lives. We can only deal effectively with them if we are prepared and in control.

Safety in large office buildings requires that all occupants be well informed of the proper steps to take in the event of any emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information and procedures in this document.

Managers and Supervisors are responsible for implementing practice drills, appointing emergency personnel, and training new personnel. In the event of an emergency, the Location Administrative Office (LAO) will act as our Emergency Command Center.

Anyone having knowledge of any unsafe conditions in the U of MN buildings should inform the Facilities Management office (FM) at 612-624-2288. Employees in federal buildings should contact their Research Leaders, Safety Committee Members or the Administrative Officer.

Crime statistics at the University of Minnesota are posted at <http://www1.umn.edu/police/alerts.html>.

EMERGENCY PHONE NUMBERS

		Phone No.
FIRE	Local Fire Department	911 or 9-911
MEDICAL	Ambulance Saint Paul Clinic, Boynton Health Service Mpls Clinic	911 or 9-911 612-624-7700 612-625-8400
POLICE	University Police Department (Univ. of Minnesota) Saint Paul Facilities Management Walking Escort Service Motorist Assistance	612-625-2677 612-624-2288 612-624-WALK 612-624-PARK
EMERGENCY RESPONSE / HAZARDOUS MATERIALS	Environmental Health and Safety (EHS) Radiation Protection	612-626-6002 612-626-6002
SUSPICIOUS PACKAGE	University Police Department	612-624-3550
POWER FAILURE / BUILDING MAINTENANCE	Facilities Management (FM) After Hours	612-624-2900 612-625-0011

**Location of Exits,
Fire Alarms, and
Fire Extinguishers**

Employees should know that the fire alarms and fire extinguishers are located on each floor near the entrance to all stairways, and laboratories.

**What To Do If You Smell
An Unusual Odor**

Take every action to avoid smoke. If you suspect a problem such as the smell of an unusual odor in the building, **BUT DO NOT DETECT A FIRE OR OTHER EMERGENCY**, immediately call **612-624-2900** and report the incident to the FM office along with your name, location, and telephone number.

Hazardous Material Spills

The Chemical Waste Guidebook, produced by the University of Minnesota has a complete description of chemical spill procedures. Spills that are larger than half a liter of material, fire or explosion hazards, and/or have injuries associated with them require **911** assistance. The EHS can assist in these and other less hazardous spill situations.

Medical Assistance

If an employee is injured or ill and requires immediate medical attention, dial **911**. The local Fire Department will dispatch and ambulance with trained personnel to any emergency.

Health Unit

For less serious injury or illness, employees can be treated at Boynton Clinic.

**109 Coffey Hall, 1420 Eckles Avenue
612-624-7700
TU F 12:30 – 4:30 pm
M W TH 8:00 – 4:30 pm**

When the Boynton Clinic is closed, employees can be treated at University of Minnesota Medical Center - Fairview.

**500 Harvard Street SE
Minneapolis, MN 55455
612-625-8400
M – F 8:00 – 5:00 pm**

Injured employees may also see their personal health care providers.

**Fire Emergency
Evacuation Procedures**

If you smell smoke and/or detect a fire, proceed with the following steps:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	Pull The Nearest Fire Alarm.	
3.	Evacuate the Area using the nearest stairwell.	
4.	Do not use elevators.	All elevators automatically return to the ground floor and are then only operable by key-controlled usage by authorized personnel.
5.	Proceed to Safe Areas until given instructions to re-enter the building.	

Evacuation of Buildings

In most emergencies which could threaten the occupants of University and Federal buildings, evacuation is the primary method of mitigating the effects of the hazard.

- **Not all floors of a building may be evacuated.**
The evacuation of specific floors or an entire building may be required to be evacuated depending on the nature of the emergency.

NOTE: Take only those personal belongings and clothing necessary to protect oneself from the weather. Take your wallet or purse. Employees should be familiar with their floor plan, emergency exits, stairwells, evacuation routes, and safe areas once outside.

Evacuation Designated Safe Area

Employees located in Borlaug, Hayes, Christensen & Soils Buildings should meet at the far West end of the parking lot in the front of Borlaug Hall. Employees in these buildings may also go the Administrative Office to check in if not able to meet at the designated safe area.

Employees located in the Cereal Disease Laboratory and Plant Science Laboratory should meet at the Forest Service parking lot, which is North of the CDL Bldg.

Employees located in the Forest Service Building should meet at the far end of the parking lot on the North side of the Cereal Disease Laboratory.

Someone should be designated at the time to take a count of all employees. All Research Leaders, Secretaries and Safety Committee Members will have a list of all ARS employees, which will updated as needed. If not able to reach the designated safe area, employees should as soon as possible; call the Administrative Office contact numbers (651-649-5046, 5047, 5048) to report in.

The following procedures are to be followed when evacuating the building:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do not Panic.	
2.	All employees shall evacuate the area.	Under no circumstances will unauthorized personnel be allowed to remain in an area designated for evacuation. Disciplinary action could result if any employee refuses to evacuate or enters prohibited areas.
3.	Evacuate the Area using the nearest stairwell.	Do not use the elevator. Follow a previously designated route depending on your location.
4.	Assist in the evacuation of physically challenged or injured employees if requested.	
5.	Once outside, move away from the building, go to designated safe area.	Do not stand on the sidewalks adjacent to the building. Once outside, employees are to proceed to the designated SAFE AREAS. Sidewalks and fire lanes must be kept clear for emergency vehicles and personnel.

Evacuation of Physically Challenged Employees

It is the supervisor's responsibility ensure the safety of physically challenged employees and for providing information regarding appropriate measures to be taken in the event these employees must be assisted during an evacuation.

Once all other employees have proceeded down the stair, **designated employee(s) will assist in the evacuation of physically challenged employees onto the stairwell landing and will close the stairwell door, if not already closed.**

The following procedures are to be followed by physically challenged employees during the evacuation of the building:

STEP	ACTION	INFORMATION
1.	Remain on the landing of the stairwell during drills and minor emergencies.	During drills and minor emergencies, the physically challenged Employee and those assisting them will remain on the landing until the "all clear" is given. The stairwell is a safe refuge in nearly all emergencies.
2.	Evacuate the building if ordered by the Fire Department or a Floor Monitor	In an emergency, the Fire Department or the supervisor will order a complete evacuation. The designated assistant(s) and the Fire Department jointly will remove physically challenged personnel from the stairwells. Only the Fire Department is authorized to order an evacuation by the elevators.

Elevator Failure

Should a person become stranded in an elevator for any reason the following steps should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Attempt to Leave the Elevator.	
2.	Use the phone to call for help.	The phone will automatically connect you with maintenance personnel to provide assistance. If medical assistance is required, the Fire Department and Rescue Squad will be notified.
3.	Wait for Qualified Personnel to Respond	NOTE: Building maintenance personnel are not qualified to respond to emergencies.

Power Failures

Occasionally, a power failure will disrupt activities in part or all of Unit's space. Emergency lighting is provided throughout the complex and should provide enough illumination for persons to evacuate the area. Facilities Management (FM) should be notified at **612-624-2900** and given information regarding the extent of the power failure in a given area.

Bomb Threats

Bombing and the threat of being bombed are harsh realities in today's world. When a bomb threat is received the following procedures should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	A calm response to the bomb threat caller could result in obtaining additional information.
2.	Make a note of exactly what the caller said	Record every word spoken by the person. Ask for the location of the bomb and the time of possible detonation. Listen to the voice (male or female), the voice quality (calm or excited), accents, background noises, etc.
3.	Attempt to keep the caller on the line.	Ask him/her to repeat the message. Alert another employee to what is happening and direct them to call the Police Department at 911 or 9-911 .

If the caller indicates the bomb is to detonate in a very short time, the following steps should be followed:

STEP	ACTION
1.	Remain Calm; Do Not Panic.
2.	Make note of the Perpetrator(s) if afforded the opportunity. Even small details can help Law Enforcement personnel in making identification.
3.	Call the Police at 911 or 9-911 .
4.	Activate the Fire Alarm.
5.	Evacuate the building.
6.	Follow all instructions of Law Enforcement Personnel.

Suspicious Packages

If, for any reason, you suspect a package, carrying case, or other bundle contains a bomb, you should immediately:

- **Call University Police at 612-624-2677 or call 911 or 9-911 and report your concern.**
- **Do not move the object.**
- **Evacuate all persons in the immediate area.**
- **Wait for instruction from the Police Department.**

Terrorist/Hostage Taking

Politically motivated or deranged individuals may use a number of methods to express a point, attract attention, or seek revenge.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is very difficult to provide instructions on what the individual employee should do if they experience a terrorist incident.

If Taken Hostage:

- **Remain Calm**
- **Follow the Instructions of the Perpetrator**

NOTE: In a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker is apprehended.

Demonstrations

Politically motivated groups may attempt to demonstrate at University/Federal buildings, illegally gaining entrance or attempting to shut down operations by preventing employees from entering the buildings. Every effort should be made to minimize disruptions and to carry on normal activities.

STEP	ACTION	INFORMATION
1.	Avoid confrontations.	At all cost, avoid contact and confrontation with the demonstrators. Such altercations are often the main purpose of the demonstration, especially if the news media is on the scene recording the event.
2.	Seek unobstructed entrances.	Use unobstructed entrances, even if you must walk around to another side of the building.
3.	Present your USDA or University identification.	Be ready, anytime, to present your identification pass to Security Guard, law enforcement officers or USDA officials.
4.	Call for Instructions.	If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions.
5.	Follow all instructions of Law Enforcement Personnel and USDA officials.	

Tornado and Hazardous Weather

In the event that tornado sirens sound, employees should take shelter immediately. Personnel in buildings with basements should use the stairwells to move to basements. Personnel in buildings without basements should move to small inside rooms (such as bathrooms or closets) without windows. Other hazardous weather instructions can be found in the emergency and hazardous weather plan (next page).



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

March 13, 2007

SUBJECT: Emergency and Hazardous Weather Dismissal Plan

TO: All St. Paul ARS Employees

FROM: Carroll P. Vance, Location Coordinator /s/

This letter on emergency and hazardous weather dismissal, along with P & P 402.6 dated September 29, 1997, amended 12/8/97, constitutes the Emergency and Hazardous Weather Plan for all St. Paul ARS employees. Emergency procedures are as follows; this includes terrorism activities and/or potentially hazardous weather situations:

1. **Conditions for Closure of Facility:** The Location will be dismissed by the Location Coordinator taking in account weather and/or emergency situation and the guidance provided by the Twin Cities Federal Executive Board (FEB) and/or the University of Minnesota.
2. **Notification during working hours:** All Management Unit Program Assistants will be notified of the early dismissal and expected to directly notify all employees in the Unit. Email to all employees will be sent by the Location Administrative Officer or designee.
3. **Notification during non-working hours:** The St. Paul Location will be considered closed due to hazardous weather/emergency if the University of Minnesota closes or decision by the Location Coordinator. An announcement will be made on the Administrative Office phone numbers (651-649-5046, 5047, 5048) by 7:00 a.m.
4. **Granting Official Time:** Official time may be granted only within the guidelines of P&P 402.6, dated September 29, 1997, amended 12/8/97, and must be approved by your supervisor and ultimately the Location Coordinator.

A stylized signature in black ink, appearing to be "Pam Groth".

Midwest Area \$ Administrative Services
1561 Lindig Avenue \$ St. Paul, MN 55108
Voice: 651-649-5046 \$ Fax: 651-649-5055 \$ E-mail: Pam.Groth@ars.usda.gov
An Equal Opportunity Employer

- A. If an employee reports to work, and then decides to leave the work site because of weather-related concerns, and the Lab remains open, the employee will be charged with personal leave. If the Lab is officially closed **after** the employee leaves on personal leave, the employee will be charged with personal leave **only** for the period of time between when the employee left and when the Lab closed.

This interprets Policy & Procedure 402.6, Section 9 “Other Leave,” referencing “Emergency Dismissal or Closure,” to mean that an employee’s prudent decision to leave work for weather-related reasons before the Lab closes is **not** “planned” leave, and therefore the employee should be entitled to administrative leave when the Lab does close.

- B. If your work activity is open, but conditions are so hazardous for you that you will arrive late for work, or not at all, you must advise your supervisor within a reasonable time and request personal (such as annual) or official leave. Normally, immediate supervisors may excuse **up to 2 hours of tardiness**. Before making a determination, supervisors should consider all mitigating or aggravating factors including the employees’ distance from work, availability and mode of transportation, and the experiences of other employees in similar circumstances.
- C. If the work activity is closed prior to normal work hours on a day when regular work had been scheduled, the day becomes a nonworkday for leave purposes. Employees who had intended to work on that day will be granted excused absence. Employees who were on leave which had been approved prior to the closure will also be excused without charge to leave (leave can be charged only on workdays; a day on which the office does not open is not a workday, so leave cannot be charged).

5. Coordination with the Forest Service offices in the local area.

6. The Location Administrative Office will notify the Area Office via telephone or e-mail citing the closing.

ALL EMPLOYEES ARE TO PRESUME, UNLESS OTHERWISE NOTIFIED, THAT THEIR WORK ACTIVITY WILL BE OPEN EACH REGULAR WORKDAY REGARDLESS OF ANY WEATHER OR CONDITIONS THAT MAY DEVELOP. EMPLOYEES ARE NORMALLY EXPECTED TO COPE WITH DIFFICULT CONDITIONS OR DISRUPTIONS OF PUBLIC TRANSPORTATION FACILITIES AND ARRIVE AT WORK ON TIME.

MEDICAL EMERGENCY PROCEDURES

EMERGENCY SERVICES (life-threatening illness or major injury at any time, or minor traumas after Occupational Health and Urgent Care Clinic hours)

- CALL 911 in an emergency: On a University phone line and DO NOT dial a prefix. On an FTS phone line dial: 9-911. They will send an ambulance immediately.
- If you do not need an ambulance, or in the unlikely event (which *has* happened) that the 911 operators have difficulty directing an ambulance to you, GO TO THE NEAREST EMERGENCY ROOM. Have another employee drive if you are unable.

Fairview University Hospital Emergency Room
500 Harvard St. SE
Minneapolis, MN 55455
(612) 273-3000

- Before release, have the hospital complete the following forms from the folders entitled “*What a Federal Employee Should Do When Injured at Work*”. These folders are located in each lab near the safety documentation.

Memo from Administrative Officer, “To Whom It May Concern”
Memo from Administrative Officer, “Release of Medical Information”
HCFA 1500, “Health Insurance Claim Form”
CA-20, “Attending Physician’s Report”

- Within 48 hours of the incident, file the CA-1, Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation and Accident/Incident Report with the Location Administrative Officer.”

MEDICAL EMERGENCY PROCEDURES

NON-EMERGENCY SERVICES (i.e. needing a couple of stitches)

- Take one of the folders entitled “*What a Federal Employee Should Do When Injured at Work*”. These folders are located in each lab near the safety documentation.
- Go to one of the nearby medical clinics:

Boynton Clinic, Saint Paul Campus
109 Coffey Hall (across from Student Center)
612-624-7700
TU F 12:30 – 4:30 pm
M W TH 8:00 – 4:30 pm
(Closed during term breaks, summer sessions)

Minnesota Occupational Health Clinic
1661 Saint Anthony Avenue
St. Paul, MN 55104
651-842-0491
M-F

Aspen Medical Group - Bandana Square, St Paul (after hours only)
1020 Bandana Boulevard West Suite 46
St. Paul, MN 55108
(651) 641-7021
M-F 8:00 a.m. – 5:00 p.m.
Urgent Care Hours: M-F 5:00 – 10:00 p.m.
Phone & Walk-ins: Weekends & Holidays 9:00 a.m. – 5:00 p.m.

- Complete the following forms at the clinic:

Memo from Administrative Officer, “To Whom It May Concern”
Memo from Administrative Officer, “Release of Medical Information”
HCFA 1500, “Health Insurance Claim Form”
CA-20, “Attending Physician’s Report”

- Within 48 hours of the incident, file the CA-1, “Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation and Accident/Incident Report with the Location Administrative Officer.”

EMERGENCY ROOM DIRECTIONS

Fairview University Hospital – Emergency Room
500 Harvard St. SE
Minneapolis, MN 55455
(612) 273-3000

Route summary

Start: [1561 Lindig, st. Paul, MN 55108](#)

End: [500 Harvard St. SE, Minneapolis, MN 55455](#)

- Total distance: 5.8 mi
- Estimated time: 12 Minutes

- **Driving directions**



[Depart Lindig Ave / Lindig St \(south\) \(0.1 mi\)](#)

- 1 [Turn RIGHT \(west\) onto Dudley Ave \(0.1 mi\)](#)
- 2 [Turn RIGHT \(north\) onto Gortner Ave \(0.4 mi\)](#)
- 3 [Turn LEFT \(west\) onto CR-30 West / Larpenteur Ave W \(1.2 mi\)](#)
- 4 [Turn RIGHT \(north\) onto ramp toward MN-280 South \(0.1 mi\)](#)
- 5 [Merge onto SR-280 South \(south\) \(2 mi\)](#)
- 6 [Take ramp RIGHT to I-94 West \(1.3 mi\)](#)
- 7 [Take exit 235B RIGHT toward Huron Blvd \(0.3 mi\)](#)
- 8 [Turn LEFT \(west\) onto Fulton St SE \(0.3 mi\)](#)
- 9 [Turn RIGHT \(west\) onto E River Pkwy / River Rd E, and then immediately turn RIGHT \(north\) onto Harvard St SE / SE Harvard St \(0.1 mi\)](#)



[Arrive at 500 Harvard St. SE, Minneapolis, MN 55455](#)

Live Search Maps

http://maps.live.com/default.aspx?v=2&cp=44.981678~-93.194704&style=r&lvl=13&tilt=-90&dir=0&alt=-1000&scene=6192969&trfc=1&rtp=pos.rgy3th771jbn_1561%20Lindig%2C%20st.%20Paul%2C%20MN%20%2055108~pos.rgvmtr76xqtp_500%20Harvard%20St.%20SE%2C%20Minneapolis%2C%20MN%20%2055455&encType=1

Minnesota Occupational Health Clinic
1661 Saint Anthony Avenue
St. Paul, MN 55104
651-842-0491
M-F

Route summary

Start: [1561 Lindig Street, St. Paul, MN 55108](#)

End: [1661 Saint Anthony Avenue, St. Paul, MN 55104](#)

- Total distance: 3.9 mi
- Estimated time: 11 Minutes
- **Driving directions**



[Depart Lindig Ave / Lindig St \(south\) \(0.1 mi\)](#)

1 [Turn LEFT \(east\) onto Dudley Ave, and then immediately turn LEFT \(north\) onto Field Rd N \(0.4 mi\)](#)

2 [Turn RIGHT \(east\) onto CR-30 East / Larpenteur Ave W \(0.6 mi\)](#)

3 [Turn RIGHT \(south\) onto SR-51 South / Snelling Ave N \(2.7 mi\)](#)

4 [Bear RIGHT \(southwest\), and then bear RIGHT \(west\) onto St Anthony Ave \(0.2 mi\)](#)



[Arrive at 1661 Saint Anthony Avenue, St. Paul, MN 55104](#)

Live Search Maps

http://maps.live.com/default.aspx?v=2&cp=44.971909~-93.173104&style=r&lvl=13&tilt=-90&dir=0&alt=-1000&trfc=1&rtp=pos.rgy3th771jbn_1561%20Lindig%20Street%2C%20St.%20Paul%2C%20MN%20%2055108~pos.rgrv7n772690_1661%20Saint%20Anthony%20Avenue%2C%20St.%20Paul%2C%20MN%20%2055104&encType=1

Aspen Medical Group - Bandana Square, St Paul (after hours only)
1020 Bandana Boulevard West Suite 46
St. Paul, MN 55108
(651) 641-7021
M-F 8:00 a.m. – 5:00 p.m.
Urgent Care Hours: M-F 5:00 – 10:00 p.m.
Phone & Walk-ins: Weekends & Holidays 9:00 a.m. – 5:00 p.m.

Route summary

Start: [1561 Lindig Street, St. Paul, MN 55108](#)

End: [1020 Bandana Boulevard West Suite 46, St. Paul, MN 55108](#)

- Total distance: 3.3 mi
- Estimated time: 8 Minutes
- **Driving directions**



[Depart Lindig Ave / Lindig St \(south\) \(0.1 mi\)](#)

- 1 [Turn LEFT \(east\) onto Dudley Ave, and then immediately turn LEFT \(north\) onto Field Rd N \(0.4 mi\)](#)
- 2 [Turn RIGHT \(east\) onto CR-30 East / Larpenteur Ave W \(0.6 mi\)](#)
- 3 [Turn RIGHT \(south\) onto SR-51 South / Snelling Ave N \(1.3 mi\)](#)
- 4 [Bear RIGHT \(south\) onto ramp toward Energy Park Drive \(0.1 mi\)](#)
- 5 [Turn LEFT \(east\) onto CR-32 / Energy Park Dr \(0.7 mi\)](#)
- 6 [Turn LEFT \(north\) onto Bandana Blvd W](#)



[Arrive at 1020 Bandana Boulevard West Suite 46, St. Paul, MN 55108](#)

Live Search Maps

http://maps.live.com/default.aspx?v=2&cp=44.981162~-93.167135&style=r&lvl=14&tilt=-90&dir=0&alt=-1000&rt=pos.rgv3th771jbn_1561%20Lindig%20Street%2C%20St.%20Paul%2C%20MN%20%2055108~pos.rgvq3z773cq2_1020%20Bandana%20Boulevard%20West%20Suite%2046%2C%20St.%20Paul%2C%20MN%2055108&encType=1

CAMPUS MAPS

University of Minnesota Bldg Maps <http://www1.umn.edu/twincities/maps/>

University of Minnesota campus maps <http://www1.umn.edu/pts/maps.htm>

St. Paul Campus <http://www1.umn.edu/pts/maps/spcolr.pdf>