



4/15/2022

FSR North Building Emergency Procedures

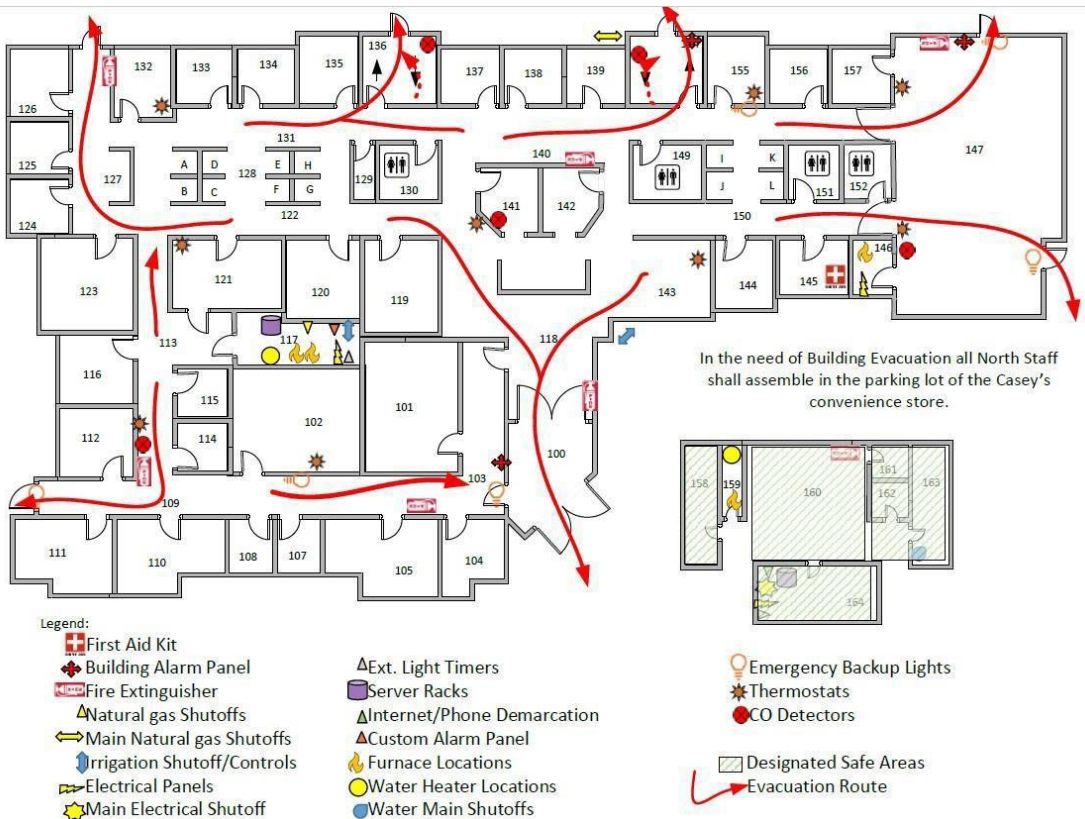
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Emergency situations are unpredictable and happen without warning. FSR requires annual training for staff to have the tools and skills necessary to respond in an emergency situation. This guide is provided to highlight some of those skills needed to react in an emergency situation.

Phone paging is one of these tools and can be used in multiple situations. If your desk phone has a page button available.

- To send a page to all desktop phones (phone speaker) at one time
 - Press the **Page** key if you have one
 - Select Page Zone 1 for the all phone page group and deliver your message
- Message format examples:
 - Attention all building occupants. An incident has occurred that requires you to evacuate the building. Please evacuate by the nearest exit following the directions of staff.**
 - Attention all building occupants. Due to severe weather please temporarily relocate to a designated safe area in the building. Please proceed safely following the directions of staff.**

Introduction and Phone Paging Instruction



Designated Safe Areas & Evacuation Routes

📞 Emergency services

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|------------------------------------|---|
| 1. Police: | 9-1-1 or non-emergency (507)328-6800 |
| 2. Fire: | 9-1-1 or non-emergency (507)328-2830 |
| 3. Alarm Company: | (507) 288-5520 Custom Alarm |
| 4. Ambulance: | 9-1-1 or Gold Cross (507) 288-2407 |
| 5. Poison Control | (800) 222-1222 |
| 6. Olmsted County Health Services: | 328-7500 |
| 7. Social Community Services: | Day 328-6400, 281-6248 24 Hr. Crisis Eve & Weekends |
| 8. Victim Services | 328-7270 |

📞 Communications

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|----------------------|--------------------------|
| 1. Telephone system: | (800) -847-3098 - Marco |
| 2. Line problems: | (800)-250-1517 Metro Net |

📶 Weather information

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|---------------------|---|
| 1. NOAA: | (828) 271 – 4800 162.475 MHz |
| 2. Weather channel: | http://weather.gov |

🔧 Maintenance & repair

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|----------------|--|
| 1. HVAC: | (507) 288 – 7713 HarrisMechanical |
| 2. Electrical: | (507) 601-8950 Reds Electric LL |
| 3. Plumbing: | (507) 282-8333 Action Plumbing/Heating |

💻 IT services

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|-----------------------|--|
| 1. Network equipment: | ((877) 408-16565 EOJohnson |
| 2. Internet: | (800)-250-1517 Jaguar –or- (888)438-2427 Charter |

🏠 Utilities

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|-----------------|---|
| 1. Electrical: | (507) 280-1500 Rochester Public Utilities |
| 2. Gas: | (800) 889-4970 MN Energy Resources |
| 3. Water/Sewer: | (507) 280-1500 Rochester Public Utilities |

Emergency Phone #'s

Loss of Power

(Follow the directions of Emergency Personnel if dispatched)

In the event of Power Outage (Most likely via cell phone)

- Contact Operations Supervisor
- Check with RPU 280-9191 for any outage updates

In the event of an extended power outage, consultation between Executive Director and Operations Supervisor will determine next steps.

Phone outages contact Operations Supervisor

Loss of Power

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Fire

(Follow the directions of Emergency Personnel if dispatched)

Critical Information Smoke is just as dangerous as fire. Most fire deaths are caused by smoke inhalation. If a Fire is suspected Administrative staff must first do an assessment of the area before deciding on evacuation. If smoke or fire are evident then evacuate. If smoke or fire are not evident after an area assessment, HR, CMT Member will offer instruction when deciding to evacuate or not.

Procedures in the event of Fire or Smoke

Staff Responsibilities

Administrative Responsibilities

Notify HR or CMT Member

Call 911 & notify Emergency responders

Implement evacuation plan

Meet with emergency responders

Evacuate building

Advise any injured persons

Use a secondary route if primary route is blocked

Signal all clear when safe to reenter

If trapped initiate shelter in place

Once outside assemble a safe distance from building and emergency apparatus.

Staff should stay on/near premises until accounted for after evacuation

Fire

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Evacuation

(Follow the directions of Emergency Personnel if dispatched)

Critical Information Evacuation procedures are used when conditions are safer outside of the building than inside the building.

Staff Responsibilities

Take the closest and safest way out as posted or instructed

Use a secondary route if primary route is blocked

Proceed to evacuation assembly area

Initiate sweep team, check all rooms are clear

Administrative Responsibilities

Determine evacuation routes based on location and type of emergency

Monitor the situation and provide updates as needed

Announce an all clear signal when it is safe to reenter the building

Staff should stay on/near premises until accounted for after evacuation

When outside the building check for injuries, account for staff and wait for instruction

Evacuation gathering area: North: Casey's Parking Lot

Reverse Evacuation

Critical Information Reverse Evacuation procedures are used when conditions are safer inside of the building than outside the building to insure safety of staff who are outside of the building.

Evacuation

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Threat

(Follow the directions of Emergency Personnel if dispatched)

Critical Information A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and to determine course of action.

In the event of immediate danger:

Staff Responsibilities

Take immediate action to secure/isolate the individual making the threat
Prevent access to potential weapons
Prevent access to personal property (purse, cell phone, backpack) that may contain a weapon
Take immediate action to move others from harm's way

Administrative Responsibilities

Determine viability of the threat
Initiate lockdown if needed
Call 911
Document the incident

If threat is identified but there is no risk:

Staff Responsibilities

Notify HR and the CMT Team
Maintain confidentiality

Administrative Responsibilities

Discuss threat with CMT Team for credibility
Notify law enforcement if appropriate
Conduct agency search if appropriate
Interview individual posing a threat
Develop an action plan
Notify legal guardians if necessary
Document actions taken, decisions made

Threat

Shelter-In-Place

(Follow the directions of Emergency Personnel if dispatched)

Critical Information Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route(s)). Sheltering in place provides refuge for staff and public inside an FSR building during an Emergency. Shelters are located inside the building in or near a Designated Safe Area.

Procedures for Sheltering-In-Place:

Staff Responsibilities

Direct immediate staff to a Designated Safe Area

Assist those with special needs

Account for staff when in Safe Area

Do not allow anyone to leave the Safe Area

If there appears to be air contamination within the shelter area provide wet cloth, paper Towels to cover nose and mouth as temporary respiration protection

Administrative Responsibilities

Announce through Phone Page to proceed to a Designated Safe Area

Instruct to close all doors and windows

Monitor the Situation

Provide updates when available

Announce all clear when emergency has ceased

Shelter-In-Place

Severe Weather Sheltering

(Follow the directions of Emergency Personnel if dispatched)

Critical Information Severe Weather Shelter procedures are implemented during a severe weather emergency

Procedures in the event of a Severe Weather Shelter:

Staff Responsibilities

Take the closest and safest route to shelter in designated safe area

Use secondary route if primary route is blocked or dangerous

Administrative Responsibilities

Make an announcement using the PhonePaging system. Use straight talk to describe situation

Announce all clear signal when the Severe Weather has ceased

Once in designated safe area:

- Account for staff
- Be prepared to report any missing staff
- Remain in designated safe area until an all clear is given by administration

Severe Weather Sheltering

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Severe Weather

Tornado/Severe Thunderstorm/Flooding

(Follow the directions of Emergency Personnel if dispatched)

Critical Information Tornado shelter areas when available are interior restrooms or rooms away from windows and exterior doorways. Building diagrams with designated Safe Areas will be posted in all FSR locations highlighting safe areas.

Watches: Indicate conditions are right for development of a weather Hazard. Watches provide advance notice.

Warnings: Indicate a Hazard is imminent or the probability of occurrence is extremely high.

Procedures in the event of a Severe Weather:

Staff Responsibilities

Follow Severe Weather Sheltering

Administrative Responsibilities

Monitor NOAA

Communicate with CMT Team and all FSR locations

Consider closing windows if applicable

Review severe weather sheltering procedures

If a Tornado or Severe Thunderstorm WARNING has been issued or spotted near facility:

Staff Responsibilities

Close doors and windows

Administrative Responsibilities

In addition to above communicate severity of the weather event and importance of sheltering in designated Safe Areas until all clear

Provide updated conditions to CMT Team

Announce all clear signal when the Severe Weather has passed

Tornado/Severe Thunderstorm/Flooding

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Medical Emergency

(Follow the directions of Emergency Personnel if dispatched)

Critical Information The role of FSR staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should not provide any First Aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render First Aid.

Procedures in the event of a Non-Responsive or Life-Threatening Injury or Illness:

Staff Responsibilities

Send for immediate help, call 911
(if applicable)

Describe Injuries, victims, location

Do not move victim, unless safety is
a concern

Check for medical alert bracelet

Provide detail to first responders

Disperse onlookers & keep others from
congregating in the area

If possible isolate victim(s)

Assist emergency responders with pertinent
details about the incident

Complete an incident report and document
all actions taken

Administrative Responsibilities

Ensure 911 was called

Ensure someone meets with Emergency
& directs first responders

Provide any additional detail on victims status

Document all actions taken by staff

Assist emergency responders with pertinent
details about the incident

Notify HR

Procedures for Medical Emergencies Related to Life-Threatening Allergies:

Encourage all staff with special health considerations to alert HR

Medical Emergency