

Wells Fargo Place Building Emergency Manual



Emergency Phone Numbers

Police/Fire/Medical: 911
Office of the Building: 651-229-2800
After hours this number is forwarded to building security.

30 East 7th Street • Saint Paul, MN 55101

Please keep this pamphlet at your desk at all times.

Building Emergency Manual

This manual contains quick-reference emergency procedures including: What to do, who will assist you, and what help will come from the building personnel and professional emergency units.

Emergencies and disasters are unpredictable and strike without warning. Failure to make preparations in advance could result in injury or death, damage to property or equipment, and loss of productivity in your office.

- ★ **Medical**
- ★ **Severe Weather**
- ★ **Elevator**
- ★ **Fire**
- ★ **Bomb Threat**

Given the nature of emergencies, it is impossible to design procedures which will guarantee safety in all situations. By carefully reviewing this guide and keeping it accessible, emergencies can be handled with decisive action and results may be improved.

Zeller Realty Group has provided this manual as service to building tenants. Tenants are solely responsible for the safety of their employees, guests, and property during an emergency.

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INTRODUCTION

What To Do In A Medical Emergency

1. **DO NOT** move the injured or ill person.
Keep them warm and comfortable.
2. Call 911 and give this information:
 - Address: 30 East 7th Street.
 - Floor number and suite number.
 - Type of injury, illness or symptoms.
 - Your name and telephone number.
3. Notify the Office of the Building at 651-229-2800.

What Will Happen Next

- ➔ Fire emergency units/paramedics are dispatched by 911.
- ➔ Building personnel prepare for arrival of emergency units and assist if needed.
- ➔ Fire emergency units/paramedics arrive to administer medical assistance.

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MEDICAL EMERGENCIES

What To Do If A Power Outage Occurs

- Remain calm.
- If possible, call the Office of the Building (651-229-2800) and advise them of your location and the nature of the problem.
- Assist others in your immediate area who may be unfamiliar with the building/workspace.
- Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- If you are on an elevator, stay calm. Push the button to alert the security desk.
- If instructed to evacuate, proceed cautiously as directed by building personnel (See Evacuation section of this pamphlet).
- Planning for such situations includes having a flashlight available.

What Will Happen Next

→ Wait for the "ALL CLEAR" signal before returning to your office.

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POWER OUTAGE

If a Water Leak Occurs

Serious water damage can occur from a number of sources such as broken pipes, clogged drains, damaged skylights or windows, or construction related incidents.

- Remain Calm.
- Notify the Office of the Building (651-229-2800) and report the exact location and severity of the leak.
- If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area immediately.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only necessary steps to avoid or reduce immediate water damage such as covering objects with plastic sheeting, or moving small or light objects out of danger.

What Will Happen Next

→ Wait for the “**ALL CLEAR**” signal before returning to your office.

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FLOODING AND WATER DAMAGE

What To Do In A Weather Emergency

A Tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. Public warnings will be given by 5-minute steady blasts of sirens over the Civil Defense Warning System.

If you hear a tornado warning, proceed as follows:

1. Move away from the perimeter of the building and exterior glass, closing doors behind you.
2. Go to interior public areas such as lobbies, corridors, restrooms and stairwells.
3. **DO NOT** attempt to evacuate unless instructed by authorities.

What Will Happen Next

→ Wait for the “**ALL CLEAR**” signal before returning to your office.

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TORNADO/SEVERE WEATHER

What To Do In An Elevator Emergency

1. Open the telephone panel.
2. Push the button and wait for the phone to auto-dial.
 - State that you are stuck in an elevator.
 - Give the elevator number which is noted on the door of the telephone panel.
 - Indicate the floor location, if you can determine it.
3. Remain calm and wait for help to arrive.
4. To prevent injury to yourself and others:

DO NOT try to pry open the doors. This could prolong the emergency by damaging the equipment.

DO NOT try to climb out or jump to the floors below if the elevator stops between floors with the doors open.

What Will Happen Next

- ➔ Building personnel will be in communication with you by phone and from outside the elevator.

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ELEVATOR EMERGENCY

What To Do In A Fire Emergency

1. If you discover a fire, call the emergency number 911 and the Office of the Building at 651-229-2800. Have the following information available:
 - Address: 30 East 7th Street.
 - Floor number and suite number.
 - Details of the fire emergency.
2. Notify you Floor Warden.
3. If evacuation is necessary, use stairwells.
(SEE EVACUATION PROCEDURE)
4. If fire alarm is sounding, follow the instructions of your Floor Warden.

DO

- Use stairwells to evacuate.
- If caught in heavy smoke, take short breaths through your nose, stay near the floor, and move to the exit by crawling.

DON'T

- **DO NOT** attempt to fight the fire.
- **DO NOT** use the elevators.

What Will Happen Next

- ➔ The Fire Department is dispatched by 911 Center.
- ➔ Building Personnel prepare for arrival of Fire Department.
- ➔ Firefighters arrive to handle emergency.

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FIRE EMERGENCY

What To Do In A Bomb Threat Emergency

1. Remain calm. Use the attached Telephone Checklist to record information concerning the bomb threat. Have this list ready for the authorities.
2. Call 911 and Office of the Building at 651-229-2800. Give the following information to both:
 - State "I have received a bomb threat."
 - Address: 30 East 7th Street.
 - Your company name, floor and suite number.
 - Give the name and phone number of the person who received the call.
3. Notify your Floor Warden.
4. Floor Warden may conduct a search of the area.
5. **DO NOT** touch suspicious objects.
6. Search results are to be reported to officials on the scene or to the Office of the Building at 651-229-2800.

What Will Happen Next

- ➔ A search may be made by building personnel.
- ➔ If it is deemed necessary, building personnel may contact police bomb squad.
- ➔ An evacuation may take place.
- ➔ When authorized, the "**ALL CLEAR**" will be given by officials or building personnel.

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BOMB THREAT

Telephone Checklist For Bomb Threat

OBTAIN AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:

Caller's Exact Words _____

ASK THE CALLER:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your name? _____

JUDGE THE VOICE: Male Female Adult Youth

- Accent Familiar Calm Angry Excited Slow
 Rapid Soft Loud Laughter Crying Normal
 Distinct Slurred Nasal Stutter Lisp Raspy
 Deep Ragged Clearing Throat Cracking Voice

THREAT LANGUAGE: Well Spoken Educated Foul

- Incoherent Taped Message Read

LISTEN FOR ANY BACKGROUND NOISE:

- | | | |
|----------------------------------------|---------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Airport | <input type="checkbox"/> P.A. System |
| <input type="checkbox"/> Music | <input type="checkbox"/> House Noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Office | <input type="checkbox"/> Factory | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Machinery | <input type="checkbox"/> Children or Babies |
| <input type="checkbox"/> Other _____ | | |

Person receiving call _____ Extension _____

Date _____ Time _____ Duration _____

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TELEPHONE CHECKLIST

What To Do In An Evacuation

IN THE EVENT OF A CRISIS, IT IS IMPORTANT THAT EVERY EMPLOYEE IN YOUR COMPANY BE PREPARED FOR AN EMERGENCY EVACUATION.

DO

- Listen to your Floor Warden's instructions.
- Aid physically challenged employees.
- Form a line in the corridor leading to the stairwell.
- Proceed through exit.
- Remain on the right hand side of the stairwells and watch for firefighters coming up stairwells to handle the emergency.
- Meet outside to count all employees.

DON'T

- **DO NOT** run or create panic.
- **DO NOT** smoke.
- **DO NOT** congregate near building entrances. Move away from the building so emergency workers have a clear path.
- **DO NOT** return to your office until the "**ALL CLEAR**" is given.

What Will Happen Next

- ➔ Emergency personnel will assist with evacuation.
- ➔ You may be given further evacuation announcements.
- ➔ The "**ALL CLEAR**" will be given when it is safe to return to your office.

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EVACUATIONS

Floor Warden Responsibilities

Inspection

- Inspect assigned area to eliminate fire hazards.
- Keep aisles and exits cleared.

Information

- Familiarize employees with proper evacuation routes and procedures.
- Have a plan to evacuate physically challenged employees to the stairwell landings - designate two co-workers to assist.
- Maintain a current list of all employees including Floor Warden alternates and physically challenged employees (including breathing impaired). Send updates to the Office of the Building.

Evacuation

1. Notify occupants in assigned area to form a line in the corridor leading to a safe exit stairwell.
2. Direct an orderly evacuation by stairwell to designated areas.
3. Evacuate physically challenged employees to the stairwell landings.
4. Check restrooms, conference rooms and remote areas for employees who may not have heard evacuation announcements.
5. Wait for the "**ALL CLEAR**" to be announced.

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