

## The McKnight Foundation

**Procedure Title:** Emergency Action Plan

**Author:** Lorri Todd, Reception and Facilities Director

**Purpose:** To prepare employees and Suite 602 partners for emergencies and define responsibilities of staff in the event of a fire emergency, weather emergency, or active shooter. In the case of other emergencies, employees should always err on the side of safety.

### **Procedure Steps:**

#### **I. GENERAL EMERGENCY EVACUATION PROCEDURES**

##### **When to evacuate:**

- When you detect fire, smoke, or other unusual phenomena.
- An alarm on the fourth, fifth, or sixth floor is sounded.
- You receive an alert via the Emergency Alert System.
- You are instructed to by emergency officials.

##### **How to evacuate:**

- Remain calm.
- Walk, do not run, to an exit.
- Use stairwells; do not use elevators.
- Close (do not lock) all room and office doors.
- Move to the designated assembly area.
- Do not return to the office until you receive the “all clear” announcement by text or email.

##### **Floor Monitor Responsibilities:**

*These do not apply in the event of an active shooter. See “Active Shooter Procedures” below.*

- When you hear an alarm on the fourth, fifth, or sixth floors or receive an evacuation order, sweep your assigned floor to ensure that everyone evacuates. If your floor is unsafe, do your best to determine if anyone is still there, without endangering yourself.
- Help any persons on your assigned floor needing assistance to the Designated Assembly Area.
- Evacuate and proceed to the Designated Assembly Area.
- If people are reluctant to leave, tell them they must leave because it is mandatory to do so. If they still refuse to leave, evacuate the area, and report their refusal to evacuate to the Emergency Coordinator.
- Remain available, as the investigating officers may need further information.

## **Emergency Coordinator Responsibilities**

- When alarm sounds or evacuation order is received, send an alert to initiate the evacuation process.
- Go to the designated assembly area and wait for the Floor Monitors to arrive.
- Contact appropriate officials. Advise them of any problems there may be in the building. Be specific—e.g. "person with a disability on third floor in the designated emergency assistance location," or "fire spotted on second floor hallway outside of room 203."
- Remain available, as the investigating officers may need further information.
- Send an "all clear" announcement by text or email when the building engineer, police, or other emergency official determines the building is safe.

## **Designated Assembly Areas**

- Fire Emergency: Surface parking lot across 2nd St. S. from the building.
- Severe Weather Emergency: Lowest levels of the west stairwell. If you are unable to move to the Designated Assembly Area, move to an interior room with no windows.

## **II. ADDITIONAL SEVERE WEATHER PROCEDURES**

In the event of severe snow storms, ice storms, or other hazardous weather, the VP of Operations, in consultation with the President, is responsible for determining whether to close the office and notifying staff via the Emergency Alert System. The Meeting, Event, and Administrative Assistant is responsible for notifying groups of office closures that will affect guest meetings.

## **Emergency Coordinator Responsibilities**

- Monitor weather conditions via local news or the designated NOAA weather radio.
- Send an alert in the event of a tornado watch to prepare to move to the Designated Assembly Area via the west stairwell.
- Send an alert in the event of a tornado warning instructing staff to move to the Designated Assembly Area via the west stairwell.
- When a tornado warning or watch has been cancelled by the National Weather Service, send an alert to staff that they may return to the office.

### III. ACTIVE SHOOTER PROCEDURES

Staff should always try to escape, even when other insist on staying. Encourage others to leave with you, but don't let them slow you down with indecision. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

All employees must watch this [video on what to do in the event of an active shooter](#). The contents of the video are summarized below.

**RUN.** When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 9-1-1 when you are safe.

**HIDE.** If an evacuation is not possible, find a place to hide.

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

**FIGHT.** As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

#### **Emergency Coordinator Responsibilities**

If an active shooter threatens the area, the Emergency Coordinator will first move to a safe location, then send an alert to stay away from the area. The Coordinator may send other alerts, including the location of a safe assembly area for staff.

### III. ASSIGNMENT OF RESPONSIBILITIES

#### **Floor Monitors**

4th Floor	Julia Johnson, Flannery Clark
5th Floor	Grace Frederickson, Jan Peterson
6th Floor	Kaying Vang, Nan Jahnke
Suite 602	Renee Richie, Tim Murphy

### **Emergency Coordinator**

By default, the Reception and Facilities Director is the Emergency Coordinator. If the R&F Director is out of the office, a designated alternate will assume the role in the following order.

- Vice President of Operations
- Director of Information Technology
- Director of Grants Administration

### **Other Responsibilities**

<b>Responsibility</b>	<b>Staff Assignment(s)</b>
Maintain the accuracy of the EAP and provide updated EAPs to building management at least annually or when facilities change.	Reception and Facilities Director
Add and remove contacts from the Emergency Alert Service.	Reception and Facilities Director
Maintain post-emergency reports in accordance with the record retention schedule.	VP of Operations
Maintain HR records pertaining to emergency incidents in accordance with the record retention schedule.	HR Generalist
Maintain the Emergency Alert System, including quarterly tests. Update mobile phone information from HR Office at least quarterly and when there are new hires, terminations, or new or leaving Suite 602 partners.	Director of IT

## **IV. EMERGENCY ALERT SYSTEM**

All alerts related to an emergency will be sent via the Emergency Alert System to:

- Temporary and regular employees' McKnight email addresses
- Mobile phones of temporary and regular employees who have text messaging plans
- Mobile phones and email addresses provided by 602 Partners

## **V. WHEN TO CALL 911**

In an emergency, call 911 or your local emergency number immediately from any wired or wireless phone. An emergency is any situation that requires immediate assistance from the police, fire department, or ambulance. If you're not sure whether the situation is a true emergency or whether someone has called, call 911 and let the call-taker determine whether you need emergency help. Do not hang up until the call-taker instructs you to. For more information, visit <http://www.911.gov/whencall.html>.

By default, if an alarm in the building is sounding, emergency officials have been contacted.

## **VI. TRAINING AND FIRE DRILLS**

The R&F Director provides EAP training to all new hires interns, temporary works, and 602 Partners, as well as a review of the EAP before the annual building fire drill in September. The Meeting, Event, and Administrative Assistant is responsible for notifying groups when a fire drill will affect guest meetings.

### **Related Documents:**

[Evacuation Map](#)