



# Building Tenants

## Emergency Action Procedure Manual

Minneapolis Grain Exchange  
400 South 4<sup>th</sup> Street, Suite 130  
Minneapolis, MN 55415  
(612) 321-7101

NOVEMBER 2007

An Equal Opportunity Employer

# MGEX Contact List

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## Emergency Phone Numbers & Hours

**6:00 a.m.- 8:00 a.m.**  
Building Manager: (612) 321-7100

**8:00 a.m. – 4:30 p.m.**  
Main Switchboard: (612) 321-7101  
Maintenance: (612) 321-7100

**4:30 p.m. – 5:00 p.m.**  
Maintenance: (612) 321-7100

**5:00 p.m.-6:00 a.m.**  
Security: (612) 321-7100

**Weekends & Holidays**  
Security 24 Hours: (612) 321-7100  
Cell: (612) 250-3269

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# Emergency Action

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## **Introduction/Purpose**

Disasters strike without warning. Whenever they occur, it is too late for planning, organizing, equipping and training which are essential to effective emergency action. Failure to prepare in advance for such possibilities may result in death or injury to personnel, and the loss of, or damage to, facilities, property, equipment and production capability.

This pamphlet contains quick reference information and procedures to follow in the event of an emergency. Our goal is to provide all building tenants a safe and secure working environment, but if disaster strikes we want you to be prepared.

Posted near the elevators on each floor is a map with the layout of that floor. These maps contain the location of fire alarms (manual pull stations), fire extinguishers, fire hoses, stairwells and exits out of the buildings. We encourage all tenants to become familiar with these maps, safety features and exit routes, as well as all emergency procedures contained in this pamphlet.



# Fire Emergency Procedures

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## Upon Discovery of a Fire:

1. Pull the **Alarm**.
2. Call **911** and give them the following information:
  - a. Your address: 

<b>Main and East:</b>	<b><u>Minneapolis Grain Exchange Building</u></b>
<b>North:</b>	<b>400 South 4<sup>th</sup> Street</b>
	<b>301 4<sup>th</sup> Avenue South</b>
  - b. Your building - Main, East or North  
Floor number  
Suite number
  - c. Give exact details of the fire emergency.
3. If you have time, call the Minneapolis Grain Exchange switchboard at (612) 321-7101 or building manager's office at (612) 321-7100 and report the above information. Inform them that you have called 911.
4. If evacuation is necessary, see ***Building or Floor Evacuation - pages 4-5***
5. Do's and Don'ts:
  - a. **DO NOT** attempt to fight the fire if it jeopardizes your safety. Fire extinguishers are located near the elevators on each floor. Only to the extent it is considered safe is this equipment to be used to extinguish small fires.
  - b. When you leave your suite or area, use stairwell exit only. Use alternate stairwell if nearest stairwell is blocked.
  - c. **Do not use elevators.** Elevators are removed from service.
  - d. If caught in heavy smoke, crawl to escape. The air should be better near the floor.

## Fire Emergency Procedures Continued

### Upon Hearing a Fire Alarm:

1. **Remain Calm.**
2. Close all interior and main office doors in your suite or area and leave **unlocked**.
3. If safe, when evacuating your suite or area, use the nearest clear stairwell. See map posted by elevators.
3. **Do not** return to your suite or area until the “**all clear**” is given by the Fire Department, other Emergency Response Agency or a Member of the MGEX Safety Control Team.



# Building or Floor Evacuation

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It is the responsibility of each occupant to be familiar with evacuation plans. Each occupant should be familiar with the locations of the exit stairs and the procedures of evacuating any disabled or special needs occupant.

## **DO:**

1. Follow instructions from suite monitor(s) or Safety Control Team Member who will give directions to the nearest fire exit.  
or  
Follow instructions announced over the public address system.
2. Aid disabled and special needs occupants into evacuation stairwell. Immediately notify the suite Monitor(s), Fire Department, other Emergency Response Agency or a Member of the MGEX Safety Control Team if more assistance is needed.
3. Close the door to your suite or area as you leave.
4. Use enclosed stairwell for evacuation.
5. Keep talking to a minimum.
6. Use handrails in enclosed stairwells.
7. Allow Fire Department or other emergency personnel access to stairwell.
8. Be ready to merge with other people evacuating from other floors.
9. Keep calm.

## ***Instructions for use of catwalk between North and Main building roofs:***

1. **East Building Occupants:**
  - a. If you are below the fire, take the stairway down to the first floor and exit.
  - b. If you are trapped above the fire, take the stairway up to the 12<sup>th</sup> floor, take the separate outside steps down to the Main Building roof and take the Main Building stairway down to the first floor and exit; or if deemed necessary, cross the catwalk to the North Building roof and take a North Building stairway down to the first floor and exit.
  - c. If you are on an East Building floor that is connected to the Main Building you may wish to follow the Main Building instructions instead of (a) or (b) above.

## **Building or Floor Evacuation Continued**

### **2. Main Building Occupants:**

- a. If you are below the fire, take the stairway to the first floor and exit.
- b. If you are trapped above the fire, take the stairway to the roof, cross the catwalk to the North Building roof and take the stairway down to the first floor and exit.
- c. If your floor connects to the East or North Buildings, you may follow the evacuation instructions for those buildings.

### **3. North Building Occupants:**

- a. If you are below the fire take a stairway down to the first floor and exit.  
or  
You can exit by the second floor skyway that connects to the Haaf and Gateway parking ramps.
- b. If you are trapped above the fire, take stairway AC@ to the roof, cross the catwalk and go down the stairway in the Main Building to exit.
- c. If you are on the seventh floor, you may find it desirable to cross over to the Main Building.

### **DO NOT:**

1. **Do not** go to the elevators, they will not respond.
2. **Do not** return to your suite for coats, purses, personal belongings, etc.
3. **Do not** run or create panic.
4. **Do not** smoke.
5. **Do not** return to your suite or area until the “**all clear**” is given by the Fire Department, other Emergency Response Agency or a Member of the MGEX Safety Control Team.



# Bomb Threats

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1. **Telephone Bomb Threat**

Immediately turn to pages 9 and 10 and get as much information as possible from the caller. Return to this page once the call is ended.

2. Call **911**.

3. Notify:

<b>6:00 a.m.- 8:00 a.m.</b> Building Manager:	(612) 321-7100
<b>8:00 a.m.- 4:30 p.m.</b> Main Switchboard: Maintenance:	(612) 321-7101 (612) 321-7100
<b>4:30 p.m.-5:00 p.m.</b> Maintenance:	(612) 321-7100
<b>5:00 p.m.-6:00 a.m.</b> Security/M-F	(612) 321-7100
<b>Weekends &amp; Holidays</b> Security/24 hours	(612) 321-7100 or (612) 250-3269

## Bomb Threats Continued

### 4. **Do not touch or move any suspicious object**

A search by **EMPLOYEES** will save valuable time. **LOOK** for suspicious objects, packages, boxes or anything that does not belong. **DO NOT TOUCH ANYTHING.** Your part is critical in the search. You are familiar with what does and does not belong.

**CAUTION:** Do not use walkie talkies, pagers, cell phones or any other equipment that may emit radio frequency energy. Radio frequency energy can set off electric detonators.

### 5. **Bomb Threat In Writing**

If threat is received by letter or note, limit your handling. Fingerprints track! Follow above steps 2, 3 and 4.

### 6. **Evacuation:**

When an evacuation is ordered, you will hear a building alarm and instructions announced over the Public Address System.

Evacuate to a place away from the building and line of sight. It is recommended that you seek shelter at the U.S. Court House Plaza.

### 7. **Meeting Location:**

Every office is required to develop a procedure to account for each and every individual in your office. If any individual is not accounted for, immediately notify emergency personnel, a suite monitor(s), or any member of the Safety Control Team. At least one member of the Safety Control Team, for the duration of the emergency, will be stationed outside the U.S. Court House Plaza, Fourth Street, main entrance.



# Bomb Threat Check List

Keep the caller on as long as possible.

Wave the **BOMB THREAT** card located on the inside front cover to signal someone to dial **911**.

Report call immediately to MGEX:  
Building Manager: (612) 321-7100

MGEX Switchboard: (612) 321-7101  
For additional phone numbers, return to page 7 of this manual.

Fill out pages 9 and 10. Bring these sheets to Minneapolis Grain Exchange, Suite 130 as soon as possible.

### Questions to Ask:

- When is the bomb going to explode?  
\_\_\_\_\_
- Where is it right now?  
\_\_\_\_\_
- What does it look like?  
\_\_\_\_\_
- What kind of bomb is it?  
\_\_\_\_\_
- What will cause it to explode?  
\_\_\_\_\_
- Why?  
\_\_\_\_\_
- What is your name?  
\_\_\_\_\_
- What is your address?  
\_\_\_\_\_
- Does any group or organization claim responsibility for this bomb?  
\_\_\_\_\_

### EXACT WORDING OF THE THREAT

Ask the caller to repeat the message. Record every word.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sex of Caller: ( ) Male ( ) Female  
 Race: \_\_\_\_\_ Age: \_\_\_\_\_  
 Length of Call: \_\_\_\_\_

### Caller's Voice:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

If the voice is familiar who did it sound like?

\_\_\_\_\_  
 \_\_\_\_\_

### Background Sounds?

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Voices   | <input type="checkbox"/> Animal           |
| <input type="checkbox"/> Static   | <input type="checkbox"/> Typing           |
| <input type="checkbox"/> Music    | <input type="checkbox"/> PA System        |
| <input type="checkbox"/> Motor    | <input type="checkbox"/> Office Machines  |
| <input type="checkbox"/> Children | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> House    | <input type="checkbox"/> No Sounds        |
| <input type="checkbox"/> Street   | <input type="checkbox"/> Other _____      |

### Threat Language?

- |  |  |
|--|--|
| <input type="checkbox"/> Foul                      | <input type="checkbox"/> Incoherent                |
| <input type="checkbox"/> Irrational                | <input type="checkbox"/> Taped                     |
| <input type="checkbox"/> Well spoken<br>(educated) | <input type="checkbox"/> Message read<br>by caller |

### Call Originated?

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Local      | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Phone Booth   |

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Bomb Threat Log Sheet

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Date: \_\_\_\_\_

Company that received call: \_\_\_\_\_

Company's address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Individual who received bomb threat: \_\_\_\_\_  
(Please print name)

Individual who called **911**: \_\_\_\_\_  
(Please print name)

Time **911** call was made: \_\_\_\_\_ a.m/p.m.

Individual who called **MGEX**: \_\_\_\_\_  
(Please print name)

Time **MGEX** was called: \_\_\_\_\_ a.m/p.m.

Individual contacted at **MGEX**: \_\_\_\_\_

Submit this form to: Minneapolis Grain Exchange  
Safety Control Team Member  
400 S. 4<sup>th</sup> St.  
Suite 130  
Minneapolis, MN 55415  
(612) 321-7101



# Medical Emergency

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**In the event an occupant or visitor is injured or becomes ill in your suite or area , do the following:**

1. Call **911** and give them the following information:
  - a. Your address: **Minneapolis Grain Exchange Building**  
**Main and East: 400 South 4<sup>th</sup> Street**  
**North: 301 4<sup>th</sup> Avenue South**
  - b. Your building - Main, East or North  
Floor number  
Suite number
  - c. Give exact details of illness or accident.
2. Do not move ill or injured persons. Try to make them comfortable.
3. Have someone meet the **Emergency Unit** in the lobby of your building.
4. Call the Minneapolis Grain Exchange switchboard at (612) 321-7101 or building manager's office at (612) 321-7100 and report the above information. Inform them that you have called the emergency dispatcher at 911. If you are alone with an injured or ill person, ask that a member of the Safety Control Team or Security meet the emergency unit in the lobby.

**The following will happen:**

1. Someone from the Safety Control Team or Security will immediately be dispatched to your area.
2. A fire rescue squad will be with you shortly and administer necessary medical assistance.
3. A paramedics unit will arrive and, if necessary, will take the injured or ill person to a hospital.



# Weather Alert

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In the event the National Weather Service issues a **weather warning** for the Minneapolis downtown area, an emergency message will be announced over the public address system.

## **Actions to take in the event of a WARNING:**

1. Get away from the perimeter of the building and exterior glass.
2. Leave perimeter offices and close doors.
3. Take an enclosed stairwell to the basement (tunnel area) for shelter.
4. Use handrails in the enclosed stairwells.
5. Keep talking to a minimum.
6. Do not leave the building unless specifically requested to do so by the public warning system.
7. Be ready to merge with other people evacuating from other floors.
8. Do not use the elevators.
6. Keep calm.



# Power Failure

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In the event of a complete power failure, the following steps are to be taken:

1. All office equipment must be turned off and restarted only after power has been reestablished and has been constant for a reasonable period of time.
2. In the event of a brownout all office equipment must be turned off and restarted only after power has been reestablished and has been constant for a reasonable period of time. Large voltage surges can result in severe damage to motors and computers. Lights would not be affected.
3. Before turning on your office equipment, contact:  
MGEX Switchboard: (612) 321-7101  
or  
Building Manager: (612) 321-7100



# Elevator Emergency

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When building power is interrupted, the elevators stop almost immediately. The cab lights go out and emergency lighting will illuminate in all elevators.

In the event of a fire, the elevators will go down to the first floor. If the fire is on the first floor, the elevators will go to the second floor. **Note:** The elevators will immediately be out of service.

Use the emergency phone located in the elevator and notify the elevator service company. Emergency phone numbers are posted in every car.

**Remain calm. Help will be with you shortly**

