

TO: All Agencies and Departments at the Capitol Complex  
FROM: Facility Management  
RE: Explanation of Fire Evacuation Plan  
DATE: February 22, 1999/UPDATED: 11-26-03

This plan has been developed to assure the safe and controlled evacuation of employees from their assigned floor should the need arise. The Fire Evacuation Plan indicates the exit and stairwell to be used.

Each floor will have floor coordinators assigned who will be thoroughly knowledgeable about the makeup of their floor personnel and will be expected to identify employees who will need assistance in evacuating the floor.

The fire alarm system is tied directly into the 911-dispatch center who will alert the fire department at the same time the alarm sounds at the Capitol. If the alarm would not sound for any reason, go to the nearest fire pull station and activate the fire alarm or call 9-911.

Facility Management staff will advise employees when they can return to their assigned floor, during normal working hours.

A fire evacuation floor plan is included in the manual. This chart should be followed for all fire evacuation alarms unless otherwise advised.

## **FIRE SAFETY RULES**

1. **NO SMOKING** except in outside designated areas. This means employees, visitors, and others. BE ALERT for any carelessly discarded cigarettes.
2. **ALL** hallways must be kept clear of obstructions at all times. Any carts, boxes, or anything that temporarily remains in the hallway must be kept next to the wall on only one side of the hallway (to allow for rapid and orderly evacuation or to permit firemen quick, unhindered access.)
3. **NEVER** block smoke barrier or exit doors. Each door must be free to close at any time.
4. Know the emergency fire procedures. Know the location of all fire alarms, fire-fighting equipment, and the fire phones in stairwells; these phones located in the stairwells are tied directly into the command center, which is where the Fire Department will have a person stationed. They can answer provide assistance if need be.
5. Know the evacuation plans and the location of all exits.
6. Walk; Do Not Run, especially in hallways and stairways.
7. Electrical:
  - Report all frayed cords to Facility Management. Do not use again until properly repaired.
  - Never overload electrical outlets.
  - Do not permit the use of extension cords, except as approved by Facility Management.
  - Always disconnect electrical equipment by pulling on the plug never on the cord.
8. Housekeeping for everyone:
  - Keep all motors free of lint and dust.
  - Do not invite spontaneous combustion. Flammable materials must be properly labeled and stored. Dispose of oily rags and other waste materials properly.
9. A general orientation will be conducted by Facility Management. All floor coordinators will be advised on how to react in a timely manner in the event of a fire emergency.

**SAFETY IS EVERYONE'S BUSINESS  
SO EVERYONE KNOW THEIR BUSINESS**

**November 24, 2003**

## **EVACUATION PROCEDURES**

1. The need for evacuation either partial or total will be determined by the person in charge and present in the building at the time of the emergency. Persons in charge would usually include:
  - A. Bismarck Fire Department
  - B. Crisis Management Team, which is comprised of representatives from the Governor's Office, Facility Management, ND Highway Patrol Office of Management and Budget and Risk Management.
2. Notify the Governor's Office immediately of any actual emergency situation and if the disaster occurs when the Governor is not present then contact a senior member of his staff who is present in the facility.
3. Floor coordinators should assist in notifying fire department or the Highway Patrol immediately if anyone is missing or unaccounted for from their assigned area during the emergency.
4. Means of evacuation
  - A. Ambulatory personnel
    1. All ambulatory individuals will proceed with their standard evacuation procedures and exit by using the pre-assigned exit that will take them out of the danger area.
  - B. Individuals needing assistance during evacuation
    1. Floor coordinators will be responsible for providing a listing of all individuals who may need assistance during an evacuation.
    2. Those individuals needing assistance will either be taken down the North stairs, by the individuals that are assigned to help them using the Evac Chair, which can comfortably take an individual down flights of stairs to a safe area. Or by the fire department in an elevator.
  - C. Always evacuate by the pre-assigned route and to the pre-designated safe area.
  - D. In the event that the pre-assigned evacuation route is obstructed, employees should use whatever route is not obstructed.

## PROCEDURES TO ADDRESS LIFE SAFETY THREATS AT THE CAPITOL COMPLEX

Update: 2-27-06

In order to reduce the potential for injury to the occupants of the Capitol Complex, procedures have been developed to address fire, severe weather, and bomb threats. Those procedures can only be effective if they are familiar to the occupants, practiced through drills, and followed. This has been produced to provide State employees with an overview of these procedures. Contact your floor coordinator for the specific details of your floor's evacuation plans or any other questions you may have.

**General information that pertains to most emergencies:** In the event of an emergency, information will be provided to Complex occupants over the Life Safety System. *Note:* Whenever the Life Safety System is mentioned, that term means the public address systems, telephone contact or personal contact for those areas where there is no "public address system."

The Capitol Tower is basically split in half:

**10<sup>th</sup> floor and above utilize the SOUTH Stairwell.**

**9<sup>th</sup> floor and below utilize the NORTH Stairwell. The north stairwell is also used by firefighters, emergency personnel and by individuals requiring assistance.**

Prior to an emergency, anyone requiring assistance, temporarily or permanently, should notify their floor coordinator. If any problems are encountered in either stairwell, use the fire telephones to request assistance.

After-hour emergencies: Use closest card access exit to your location, this way security can see that you have evacuated. Failure to do this may put someone at risk attempting to locate you inside of the building.

### **Fire**

If you become aware of a fire, activate the alarm system by pulling the nearest fire pull station, or call 9-911.

When the alarm system sounds follow the established evacuation plan or respond to alternate directions provided by emergency personnel.

**Walk, do not run.** Keep to the right in the hallways and stairways.

Do not attempt to use the elevators. When the alarms go off, the elevators automatically shut down.

Evacuate to your designated area to ensure your safety and to not impede emergency personnel.

### Severe Weather

Tornado watches and tornado warnings are the most common severe weather threats to occupants of the Capitol Complex.

A **Tornado Watch** means weather conditions are right or favorable for a tornado to develop.

A **Tornado Warning** means a funnel cloud has been sighted or indicated by radar.

✓ *Tornado Watch* - If conditions warrant, notification of a tornado watch will be broadcast over the Life Safety System. Complex occupants should be alert

to sounding of City Civil Defense Sirens and monitor conditions by listening to local radio broadcasts.

The Watch period should be used to adequately prepare for an easy transition into shelter areas should it become necessary.

If the Complex occupants were notified of the Watch through the Life Safety System, when the Watch has been discontinued an *All Clear* will be announced.

- ✓ *Tornado Warning* - In the event of a tornado, follow the evacuation procedure established for your area.

Preferred evacuation areas include basements, small interior rooms with no windows, locker rooms and lavatories, or any protected area away from doors and windows. Avoid gymnasiums, auditoriums or rooms with large windows and doors.

Remain in the evacuation area until the *All Clear* has been announced.

### ***Threats of Mass Destruction***

The State has established a Crisis Response Team that will review the facts surrounding a threat of mass destruction in order to determine the level of the threat as it relates to the safety of occupants of the complex. That review will determine whether or not evacuation is recommended. The Crisis Response Team is comprised of representatives from the Governor's Office, Facility Management, Risk Management and the Highway Patrol who have been trained in crisis response.

The Team's determination of the severity of the safety threat will include the following considerations:

- ✓ **Low Level** - A threat has been made giving no time, date or area or was made more than 12 hours prior to being received. **Normally, building will not be evacuated.**
- ✓ **Medium Level** - A more specific threat has been made identifying either time, place, or type of threat. **Partial or full evacuation would probably be mandated.**
- ✓ **High Level** - The threat indicates that some type of incident is imminent. A bomb has been detonated or information has been received that a bomb will be detonated at a specific time and location. **Evacuation will be mandatory.**

*Low Level - since evacuation is not recommended, if employees choose to leave, they will need to use annual leave.*

*Mandatory Evacuation - Building will be evacuated by direction of the Governor of North Dakota. Employees will not have to use annual leave.*

*If evacuation is mandated employees will be notified by the Life Safety System.*

Individuals receiving a threat or warning should attempt to gather as much information as possible. State employees should review and become familiar with State Bomb Threat form SFN 51502 the form should then be placed near the

Agency's central telephones and completed to the extent possible when a threat is received.

It is very possible that a bomb threat could be received by a state employee rather than law enforcement personnel. Accordingly, State employees should be prepared to assist emergency personnel in the event of a bomb threat. For example:

- ✓ The threat information should be relayed to the 9-911 emergency services immediately.
- ✓ If a suspicious parcel is received, it should not be handled and the Highway Patrol should be immediately notified.
- ✓ If a letter threat is received through the mail or hand delivered, handle the parcel as little as possible to preserve fingerprints or other identifiable evidence. Again, notify Highway Patrol.
- ✓ Employees should do a visual search of their work areas whether an evacuation is recommended or not. Any unidentified materials should be reported to Facility Management or the Highway Patrol and **not touched**. Highway Patrol and Facility Management personnel will do the detailed search both inside and outside of the building(s).
- ✓ If evacuation is recommended, 10<sup>th</sup> floor and above utilize the **SOUTH Stairwell**. 9<sup>th</sup> floor and below utilize the **NORTH Stairwell**. The north stairwell is also used by firefighters, emergency personnel and by individuals requiring assistance.

TO: All Agencies and Departments in Capitol Tower and Judicial Wing  
FROM: Facility Management  
RE: Tornado Evacuation Plan  
DATE: March 8, 1999/Updated: **January 13, 2012**

Emergency conditions such as tornado's can develop very quickly and without warning. With the fire alarm life safety system, we have both audio and horn capabilities. If the notice is received from the National Weather Bureau or State Radio Communications to seek shelter and move to safe locations we will communicate directly with all floors.

Employees **will be advised** by Facility Management staff **when they can return to their assigned floor.**

Your cooperation in assuring the workability of an evacuation plan through the assignment of floor coordinators is greatly appreciated.

**Capitol Tower:**

Individuals **needing assistance utilize the North Stairwell** - (Remember the stairwells are considered safe areas because they're not on an outside wall).

The **9<sup>th</sup> floor and below** uses the **North stairwell and goes to the Basement.**

The **10<sup>th</sup> floor and above** uses the **South Stairwell** and goes to the **ground floor safe area.**

**JUDICIAL WING:**

DO NOT CROSS OVER THE ATRIUM AREA! If your office is on the north side of the Judicial Wing utilize the stairwell off the elevator lobby. If your office is on the South side of the Judicial Wing utilize the South stairwell. **BOTH STAIRWELLS GO TO THE BASEMENT - UTILIZE THE BASEMENT AND TUNNEL AREA** (*Note: you can utilize the entire tunnel*).

**Basement offices** in the **Judicial Wing** should **remain within their office area and move to safe locations away from any windows** or other hazards located within their offices. **Ground Floor ITD can remain in the computer room.**

## **SEVERE WEATHER PROCEDURES**

**Tornado Watch:** Means weather conditions are right or favorable for a tornado to develop.

### **Watch Procedure:**

1. Tornado watch will be announced over the Life Safety P.A. system after consultation with local disaster emergency staff. Buildings that do not have a PA system - Highway Patrol's Security personnel will call the emergency number that your agency provided.
2. Be alert to sounding of City Civil Defense Sirens. Keep weather warning system turned on and stay tuned to radio for further weather information.
3. Depending on the severity of the weather, the watch period should be used to adequately prepare for an easy transition into shelter areas should it become necessary.
4. Advise when watch has been discontinued by announcing "ALL CLEAR:"

**Tornado Warning:** Is declared when a funnel cloud has been sighted or indicated by radar.

**Tornado Warning Procedure:** Indicated by the sounding of City Civil Defense Sirens and weather warning system

1. Warning will be announced over the Life Safety P.A. System when the warning goes into effect.
2. Remain calm but go to your safe area immediately.
  - a. Close Hallway doors as they are evacuated.
  - b. Coordinators should assist staff who is non-ambulatory.  
(Remember if you do not have time to get to your designated safe area the stairwells are considered safe because they are not on the outside walls).
3. As severe weather clears and the announcement is made by the national weather service that, "ALL IS CLEAR" we will make the same announcement on the Life Safety P.A. System.
5. In the event of damage to the building and/or injuries to employees or others:
  - a. Notify authorities - 9-911

**March 16, 2007**

## TORNADO PROTECTION CHECKLIST

1. Avoid glass.
2. Avoid outer office doors.
3. Utilize interior spaces with short spans.
4. Keep away from areas expected to become wind tunnels.
5. Washrooms and interior rooms are usually safe places.
6. Utilize readily accessible areas, and areas quickly accessible.

### BEST AREAS INSIDE

- Basements
- Small interior rooms with no windows
- Locker rooms and lavatories
- Hallways away from doors and windows and not open to direction of tornado
- Any protected area away from doors and windows

### WORST AREAS INSIDE

- Gymnasiums and auditoriums
- Rooms with large windows and doors
- Rooms near chimneys or other large obstructions

### OUTSIDE

#### BEST AREAS



DITCH, GULLY, OR LOW SPOT IN THE GROUND



CULVERT

#### WORST AREAS



IN OR UNDER VEHICLE



MANUFACTURED HOUSING/MOBILE HOMES



TREE OR GROVE  
OF TREES