
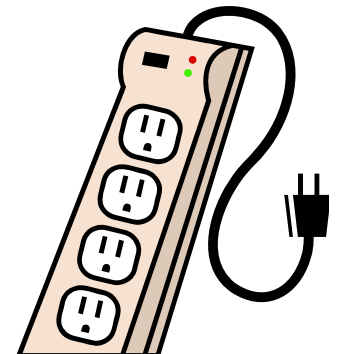


# FIRE SAFETY RULES



- No Smoking 
- All Hallways must be kept clear of obstructions at all times!
  - Never block smoke barrier or exit doors
  - Know your emergency route
- Know locations of all fire alarms, extinguishers and the location of the emergency fire phones.
- Report all frayed cords to Facility Management.
  - Never overload electrical outlets.



## Full/Partial Evacuation

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:

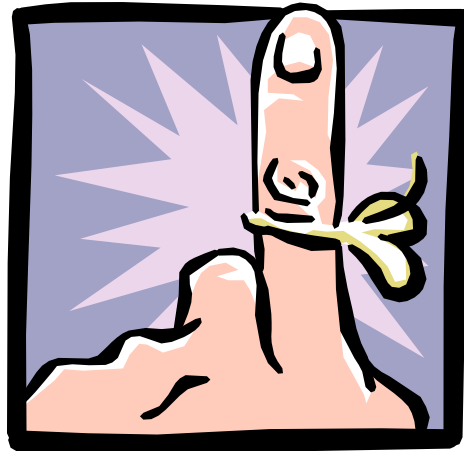
- Bismarck Fire Department
- Crisis Management Team, which is comprised of representatives from the Governor's Office, Facility Management, ND Highway Patrol Office of Management and Budget and Risk Management.

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.



**Contact you coordinator if you need assistance evacuating from your floor**

**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.**



**Even if you get a temporary injury – Remember to contact your floor coordinator!**

## Tornado - 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**.



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.

## TORNADO – CAPITOL TOWER



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 during normal working hours.

- **Employees will be advised when they can return to their assigned floor.**

### **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 9th floor and below uses the North stairwell and goes to the Basement.**
- **The 10th floor and above uses the South Stairwell** and goes to the ground floor safe area.

### **CAPITOL BUILDING:**

**After Hours/Weekend Evacuation: Use North Stairwell after hours!**

**Use the 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 by attempting to locate you within the building.**

## **CAPITOL BUILDING EMERGENCY PLAN EVENING EMPLOYEES**



**Evening Staff: Use NORTH STAIRWELL – go outside to the  
Maintenance Building**



**EVENING STAFF: Use NORTH STAIRWELL – go to the  
BASEMENT**

All night staff in every building report to the Maintenance Building – once it is safe to do so.



## **TORNADO**

### **State Office Building**

Go to the basement hallway

### **Liberty Memorial Building**

#### **Primary Safe Areas:**

Staircase between second and ground floor

Ground floor, West side of the reference area between the ceiling supports for the outside staircase

#### **Secondary Safe Areas:**

*Bathrooms on second floor and ground floor*

*Maintenance Office back in the corner next to the staircase on 1<sup>st</sup> floor*

*Copy/File Room in the Cataloging area*

### **Department of Transportation**

Go to the BLUE Shaded area on your posted floor plans

### **Heritage Center**

Go to Service Level - Inner Hallway or Concourse



## **General Safety:**

- Main number to remember is: **9-911**.
- Make sure employees know your emergency routes and designated meeting areas.
- Remind employees what to do if they are on break or in a meeting and the alarm goes off.
- Hold meetings with your floor/employees twice each year.
- Injured employees – You may need to send a reminder to employees a couple times per year to notify you if they get hurt/surgery and are in need of assistance. Then you (the coordinator) need to notify Ronda at Facility Management.
- Evac Chairs –need to participate in drills. This also helps us, so that we know how long it's taking for the chairs to get down the stairwells, or if you encounter any problems. Note: The evac chairs hold up to 300 pounds. The person driving the chair needs to be the same or greater weight than the person riding in the chair. Facility Management will come to your agency if you would like a private training session on the evac chairs. The key is that you need to practice with the chairs on a regular basis.
- Make sure all employees have the NDHP Bomb Card under their telephones, so it is assessable if a bomb threat is called in. Try and get as much information from the caller as possible. If you need more cards call NDHP or Facility Management.
- If you receive a bomb threat - Immediately call **9-911**.
- Do not leave any sealed boxes in public areas (hallways)
- If a bomb threat is called in **DO NOT USE ELECTRONIC DEVICES**. Cell phones/electronic devices could activate a bomb.
- If you see a sealed box, brief case, sitting in a hallway, **DO NOT TOUCH** call The NDHP at 8-2455 or Security at 328-2464.
- Employees should do a visual search of their work areas, any unidentified materials should be reported to the NDHP. **DO NOT TOUCH THE ITEM.**
- Do not park around public buildings, use the parking lot.
- If you see a suspicious looking individual, or feel uncomfortable because of an individual or a letter/package do not hesitate to call NDHP or Facility Management.

## **Common Characteristics of Letter and Parcel Bombs:**

- Type Mail: Foreign, Priority, Special Delivery
- Restrictive Endorsements: Confidential, Personal, To be opened by addressee only
- Visual Distractions: Fragile, Rush, Handle with care
- Excessive Postage (Usually Postage Stamps)
- Fictitious or no return address
- Poorly typed or handwritten addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Oily stains or discoloration
- Excessive or uneven weight distribution
- Excessive binding material: Masking, Electric or strapping tape, string, twine
- Rigid, lopsided or uneven envelope
- Protruding Wires, screws or other metal parts
- Postmarked from area different than return address



## **TORNADO:**

- Employees will be advised when it is safe to return to their assigned floors.
- Be sure to inform employees that the Capitol Tower stairwells are considered safe areas (because they are inside stairwells) – so there is no need to panic during a tornado.
- Judicial Wing – **DO NOT CROSS OVER THE ATRIUM DURING A TORNADO!** Both stairwells (C and A) go to the basement – utilize the basement & tunnel area. Basement offices can remain in the office away from any windows or other hazards in their offices. Ground floor ITD – Computer Room can remain in the computer room.
- State Office Building and the Liberty Memorial Building have one of Facility Management's radios – so once the danger has passed they can hear the all clear over the radio.
- Make sure all new employees receive a Life Safety Brochure, as well as fire and tornado evacuation chart.