Agency phones require a "9" before dialing these external numbers.



Non-emergency Police Phone Number	
Cedar Rapids City Water Department - 24-hour emerg	gency service319-286-5910
Gas Leak (MidAmerican Energy Company)	
Power Outage (Alliant Energy)	
Poison Control Center	
Midwest Janitorial (Jay Sorey)	ext. 6414 or 319-213-4907 (cell)
Building Manager (Tara Johannsen)	ext. 6740
Front Receptionist Desk	ext. 6777
Director of Teaching and Learning (John Zimmerman)	ext. 6732
Communications Director (Renee Nelson)	ext. 6714

Emergency Phone Numbers – 33rd Avenue Facility

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

AGENCY FIRST AID RESPONSE TEAM

33rd Avenue First Aid Response Team Member Donna Alger.....ext. 6777

Roles in an Emergency

FIRST AID RESPONSE TEAM MEMBERS

- I) Assess the situation and respond as trained.
- 2) Assign someone to direct emergency personnel where to go once they arrive.
- 3) Receptionist to notify Sixth Street administrator at ext. 6544.

Agency First Aid Response Team

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

Roles in a Medical Emergency

ANYONE

If the individual **collapses**, has a **seizure**, has **trouble breathing**, or **can't be awakened**:

Dial 9, then 911 IMMEDIATELY.

First aid assistance may be administered by a qualified member of the First Aid Response Team. Dial the front desk at ext. 6777 and request a First Aid Response Team member.

Contact the Poison Control Center by phone: dial 9, then 1-800-222-1222 if you suspect poisoning.

Your call will be routed to the poison center that serves your local area. Your call will be managed by a poison specialist who is a registered nurse or pharmacist.\

RECEPTIONIST

Notify Sixth Street administrator at ext. 6544.



Poison Control Center

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

FIRST AID KITS & DEFIBRILLATORS

First Aid Kits and Defibrillators

are located near the first floor elevators and in the second floor breakroom.

Defibrillator should be used by trained staff only.



Roles in a Medical Emergency

ANYONE

Minor Injuries:

The injured person may self-administer first aid.

Moderate Injuries:

First aid may be administered by a qualified member of the First Aid Response Team. Dial the front desk at ext. 6777 to ask for help in locating a First Aid Response Team member.

Contact the business office to complete an incident report if needed.

Severe Injuries:

1) Dial 9, then 911.

State the nature of the illness or injury, location of patient, and if an ambulance is needed. Stay with the individual having the medical emergency.

- 2) Contact the First Aid Response Team by dialing the front desk receptionist at ext. 6777 to ask for help in locating a First Aid Response Team member and share your location and problem.
- 3) Front desk receptionist is to inform the EMTs where to go in the building.
- 4) Front desk receptionist notify Sixth Street administrator at ext. 6544.

Medical Emergency & Equipment

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

Do not attempt to extinguish the fire unless you have:

- I) reported it, and
- 2) can do so safely without putting yourself or those around in you greater danger.



Roles in a Fire or Explosion

ANYONE

- I) Pull the fire alarm closest to the problem.
- 2) Evacuate the building by the closest exit or as directed by Zone Leaders. Do not use the elevators.
- 3) Gather in the grassy area of the north parking lot (behind the building) until receiving further instructions.

ZONE LEADERS

- 1) Evacuate staff and visitors to the grassy area of the north parking lot (behind the building).
- 2) Ensure no one blocks exits or emergency vehicle access.
- 3) Call the Sixth Street facility to inform them of emergency 319-399-6700.

FACILITIES

- 1) Assign a staff member to direct the firefighters to the control panel.
- 2) If possible, ask maintenance to shut off gas to the building during the fire.

FRONT DESK RECEPTIONIST

 Bring the visitor log to the grassy area of the north parking lot (behind the building).

Fire or Explosion

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

Agency Zone Leaders and front desk reception staff will monitor the **NOAA weather radio** when weather conditions exist that may cause a tornado.

If severe weather hits during a time when staff and visitors are present, any protective actions will be announced using the internal agency intercom system.



Roles in a Tornado

ZONE LEADERS

- 1) Ensure visitors and staff gather at the predetermined safe rooms, as designated by 'tornado safe' stickers.
- 2) Take your flashlight.
- 3) If there are injuries during the event, dial 9, then 911.

FRONT DESK RECEPTIONIST

- Front desk reception staff will be asked by the Chief Administrator or designee to activate the indoor paging system when outdoor warning sirens are activated.
- 2) Once paging is completed, unlock one of the two metal fire doors, close the doors and bring the weather radio with you inside the safe area.
- 3) When directed by the Chief Administrator or designee, issue the 'all clear' page through the internal intercom system.

Tornado

These guidelines are to be used during a commercial failure of services (power/water/sewage) that adversely affects the ability of Grant Wood AEA to offer a professional, safe or sanitary environment for visitors and employees.



Role in Utility Failure/Gas Leak

ANYONE

- 1) Do not use any electrical equipment, phones or cells. Do not turn anything on or off.
- 2) If any staff or visitors smell gas, verbally direct staff to exit the building via a route that will avoid the area where the gas leak is located. Remain outside until and "all clear" has been given.
- 3) Once outside, notify Sixth Street (319-399-6700) Jay Sorey, John Zimmerman or Tara Johannsen and notify them where you have smelled the gas leak. They will call the gas company - MidAmerican Energy Company, dial 9, then 800-595-5325.

FACILITIES

- Upon notification that a situation exists, the facilities lead will communicate with staff and Midwest Janitorial to determine the nature, scope and duration of the failure. With consultation with the Chief Administrator, their designee, or the facilities lead, it will be determined if activities can continue, be reduced, or if closure is appropriate.
- 2) The building manager or Midwest Janitorial staff person will canvas the building to alert staff regarding the need to evacuate the facility.

RECEPTIONIST

1) Announce an all clear once the leak has been dealt with. Use the handheld bullhorn unit if necessary to make the announcement.

Role in Power Outage

ANYONE

 Report by calling Sixth Street at 319-399-6700 for Jay Sorey, John Zimmerman or Tara Johannsen and notify them of the outage. They will call the Alliant Energy, dial 9, then 1-877-740-5050.

Utility Failures (Gas Leak / Power Outages)

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

Loitering concerns

Notify a member of management if someone is a danger to themselves or others, or refuses to leave. If needed dial 9 then 9-1-1.

Active, violent situation in the building:

It's impossible to predict the specifics related to an emergency situation involving an unsafe building. The Chief Administrator or designee may decide to evacuate or relocate staff and visitors, or staff and visitors may lockdown/shelter in place: the choice will be a function of the emergency. Events may require staff to assess the situation on their own and choose to run, hide or fight. Staff should remain vigilant and aware of exits and safe locations when in the agency facility.

If someone is a danger to themselves or others, dial 9 then 9-1-1. If other staff need to be notified of a crisis or unsafe situation, please ask the receptionist to use the PA system for a building-wide notification.

Lockdown / Shelter in Place:

Lockdown refers to securing the building so that no one may enter. The purpose of a lockdown is to keep staff and visitors safe. Generally this means that there is a situation OUTSIDE the building requiring extra security measures. For example, situations such as an explosion outside the building, a hazardous materials leak outside the building, or a dangerous person or a violent situation. Staff and visitors are secured in designated rooms and are not allowed to leave until the situation has been resolved. Depending on the situation, it may be necessary to modify this procedure. Common sense should prevail.

When needed, the Chief Administrator or designee will request that the facility be secured by locking exterior doors. Additionally, any staff who feel that a potential threat of violence could cause harm to staff or visitors may push the 'lock out' button at the front desk to secure the exterior doors of a building.

Visitors who choose to leave during this time should be advised that doing so may present a risk to themselves and the others in the building.

Roles in Lockdown/Shelter in Place - Panic Button (these steps

may not be linear)

FRONT DESK RECEPTIONIST or ADMINISTRATOR

- I) Panic button is pressed.
- Notify using PA/other systems using plain language ("Attention we are in a lockdown situation. Please stay in the building and wait for further instructions".)
- Communicate real-time information to key contacts (6th Street emergency team 319-399-6700, ext. 6544). Receptionist or any other staff member can dial 9, then 9-1-1 and tell police where the violent event is occurring.
- 4) Proactive action shelter in place or relocate, avoid front of building, parking lot and windows and close doors. Once police notify us the danger has past, use the internal paging system to let staff know the lockdown has ended.

ANYONE

- I) Go to a safe room or vacate the building.
- 2) Close and lock doors, shut off lights, stay away from windows, wait for further instructions.
- 3) Assist those needing special assistance.

ZONE LEADERS

- 1) If a lockdown is in place, tell staff and guests in your Zone to go to a safe room and wait for further instructions.
- 2) If a violent person is in the building and an alert has been announced via the PA system, tell staff and guests in your area to **get out of the building as quickly as possible**.
- 3) Once police notify us the danger is past, Zone leaders will help walk through the facility to make sure everyone knows it is safe.

Violent Intruder/Workplace Violence/Lockdown

Role in HAZMAT release or spill

ANYONE

 Contact Sixth Street at 319-399-6700 (ext. 6544), Building ManagerTara Johannsen at ext. 6740 or Midwest Janitorial, Jay at ext. 6414. They will contact the proper authorities and zone leaders as necessary.

ZONE LEADERS

 If you are notified of a HAZMAT release or spill and if staff is outside the building, urge them to get inside the building or to leave the area ASAP.

FACILITIES

- If the spill is outside, turn off the ventilation system or go to 100% recirculation so that no outside air is drawn into the building.
- 2) If flammable materials are involved, follow gas leak procedures, evacuate building and turn off main electricity and gas valves.

Role in Nuclear Disaster

ANYONE

In the unlikely event of an emergency at the Duane Arnold Energy Center that requires staff to take any action, the public would be notified by the outdoor warning sirens and the emergency alert system.

When staff become aware of an emergency, the best course of action is to monitor local radio or television stations for specific instructions. While monitoring the situation, you should be preparing to either evacuate or shelter in place.

Shelter in Place Instructions:

If indoors:

- Remain there until further notice.
- Shut all windows and doors.
- Turn off all ventilation (furnaces, fireplaces and air conditioners).
- Cover open food containers.

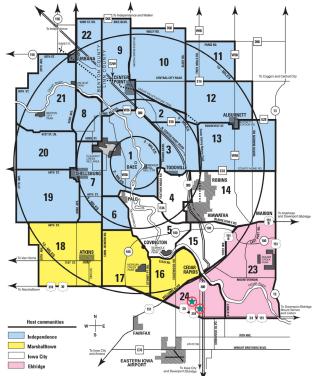
If outdoors:

- Go indoors immediately and follow the "if indoors" instructions.
- Wash hands and face before eating and handling food.
- Take a lukewarm shower, if possible.

Evacuation Instructions:

Grant Wood AEA is in Subarea 24 of the nuclear disaster response plan. Individuals in this and other subareas in Linn County should follow instructions from Linn County Emergency Management on where to locate. The typical evacuation route for people in our subarea is to reassemble at the North Scott Senior High School, 200 South First Street Eldridge, IA 52748.

Evacuation Map



Hazardous Materials/Nuclear Disaster

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

Role in Bomb Threat

ANYONE

- I) Contact your supervisor and Sixth Street administrator at ext. 6544.
- 2) Go into a room by yourself and write down everything you remember about the call and caller. The Phone Call Report on the right may help.

ADMINISTRATOR

Contact authorities. Make a decision to evacuate or not.

ZONE LEADERS

If given the word to evacuate follow instructions as you would a gas leak.

PHONE CALL REPORT

Time Call Received:

Check your phone - did it show the phone number of the dialer?

Exact Words of Caller:

(Ask the co	aller to repeat	if necessary)
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Questions to Ask:

A. What time will the bomb explode?_____

B. Where is it located?_____

C.What kind of bomb is it?_____

D.Why did you plant a bomb here? _____

Voice Description:

□ Male □ Female □ Young □ Old □ Calm □ Nervous □ Rough □ Refined

Accent: □ yes □ no Describe:___

Speech impediment: \Box yes \Box no

Unusual phrases:

Recognize voice? If so, who was it?

Background noise:

□ Music □ Traffic □ Running Motor (type) □ Horns □ Whistles □ Aircraft

□ Machinery □ Bells □ Tape Recorder

Additional Information:

Did the caller indicate knowledge of the agency? \Box yes \Box no

What did he/she say?_____

Bomb Threat

AGENCY ZONE LEADERS

Zone Leaders must sweep their assigned zones to encourage staff to evacuate the building or direct them a safe location in response to a variety of situations.

Area of Responsibility	Tornado Safe Areas	
Donna Alger - ext. 6777		
33rd Avenue building	Oak Room - First Floor	

Zone Leaders and Zone Leader Responsibilities/Tornado Safe Areas

Medical and Non-Medical Emergency Dial Front Desk ext. 6777



Zone Maps – First Floor

Medical and Non-Medical Emergency Dial Front Desk ext. 6777



Grant Wood AEA Sixth Street Facility SECOND FLOOR



Zone Maps – Second Floor

Medical and Non-Medical Emergency Dial Front Desk ext. 6777

Facilities Managers

Employee	Ext.	Cell	Email
Johannsen, Tara	6740	(319) 981-0313	tjohannsen@gwaea.org
Sorey, Jay	64 4	(319) 213-4907	gwaeafacility@mjsia.com
Zimmerman, John	6732	(319) 361-5137	jzimmerman@gwaea.org

Agency Administrative Team (Sixth Street)

Cashman, Maria	6847	(319) 361-0692	mcashman@gwaea.org
Harms, Barb	6704	(319) 551-4505	bharms@gwaea.org
Liebermann, Tracy	6469	(319) 551-1986	tliebermann@gwaea.org
Nelson, Renee	6714	(319) 350-7176	rnelson@gwaea.org
Poock, Bill	6783	(319) 440-7883	bpoock@gwaea.org
Schreder, Jackie	6731	(319) 213-0303	jschreder@gwaea.org
Speer, John	6711	(515) 450-2775	jspeer@gwaea.org
Zimmerman, John	6732	(319) 361-5137	jzimmerman@gwaea.org

Executive Support Staff (Sixth Street)

Dvorak, Connie	6737	(319) 310-5613	cdvorak@gwaea.org
Knudson, Jessica	6801	(319) 889-6882	jknudson@gwaea.org
Person, Becky	6804	(319) 573-9873	rperson@gwaea.org
Sadilek, Melissa	6710	(319) 573-1881	msadilek@gwaea.org
33rd Ave Receptionist			
Alger, Donna	6777		dalger@gwaea.org

Management Contact List

Grant Wood AEA has a detailed Emergency Operations Plan (EOP) that provides structure and guidance that Grant Wood AEA leadership responds to and initially recovers from an event. The plan is designed to be used in conjunction with the normal decision-making hierarchy of the agency and does not supplant that decision-making process. Instead, the EOP provides additional guidance for response to likely threats and hazards identified by the planning team and in accordance with Board policy.

The recommended response actions for staff and the general public are shared in the Annexes of the EOP and summarized in this Emergency Response Manual. This Emergency Response Manual is designed to be a quick reference tool to guide Grant Wood AEA employees and visitors through emergency situations like fire, tornado, bomb threat, medical emergencies and more. While the Annex provides a systematic approach to specific threats and hazards before, during, and after the incident, this Emergency Response Manual provides a high level summary of actions and responses for emergency situations.

This manual should remain in its designated locations so it may be referenced quickly when necessary. Updates to these pages will be done annually as part of our standard updates to the EOP.

Overview of Emergency Responses at Grant Wood AEA