Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team) Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

Agency phones require a "9" before dialing these numbers



Non-emergency Police Phone Number	319-286-5378
Cedar Rapids City Water Department - 24-hour emergency service	319-286-5910
Gas leak (MidAmerican Energy Company)	I-800-595-5325
Power Outage (Alliant Energy)	I-877-740-5050
Poison Control Center	1-800-222-1222
Midwest Janitorial (Jay Sorey)ext. 6414 or 3	319-213-4907 (cell)
Building Manager (Tara Johannsen)	ext. 6740
Front Receptionist Desk	ext. 6544
Director of Teaching and Learning (John Zimmerman)	ext. 6732
Communications Director (Renee Nelson)	ext. 6714

Emergency Phone Numbers – 6th Street Facility

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

AGENCY TIRST AID RESPONSE TEAM

Sixth Street First Aid Response Team Members
Lisa Beckerext. 6821
Connie Dvorak ext. 6737
Myka Forrestext. 6478
Susie Greenext. 6775
Stacy Murphyext. 6888
Melissa Sadilekext. 6710
Jay Sorey (Midwest) ext. 6414

Roles in an Emergency

FIRST AID RESPONSE TEAM MEMBERS

- 1) Assess the situation and respond as trained.
- 2) Assign someone to direct emergency personnel where to go once they arrive.

⊕ Agency First Aid Response Team ⊕

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

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. Page a First Aid Response Team member by pressing the intercom button and dialing ext. 1895. If there is no response, dial the front desk at ext. 6544 to ask for help in locating a first aid team member.

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

Dial 9, then, 800-222-1222. 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.



Poison Control Center

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

FIRST AID KITS & DEFIBRILLATORS

First Aid Kits and Defibrillators are located in two primary areas:

- Main reception desk/switchboard
- Hallway by the mailroom

Defibrillator should be used by trained staff only.



Roles in a Medical Emergency

ANYONE

Minor Injuries:

The injured person may self-administer first aid. There is a first aid kit with minimal supplies behind the front desk.

Moderate Injuries:

First aid may be administered by a qualified member of the First Aid Response Team. Page a First Aid Response Team member by pressing the intercom button and dialing ext. 1895. If there is no response, dial the front desk at ext. 6544 to ask for help in locating a first aid 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) Page members of the First Aid Team by pressing the Intercom button and dialing ext. 1895.
 - Wait for a response, then share your location and the problem. If no response, dial the front desk receptionist at ext. 6544 to ask for help in locating a first aid team member.
- 3) Dial the front desk receptionist at ext. 6544 and tell her where the injured individual is located so she can tell EMTs where to go in the building.

Medical Emergency & Equipment

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

Do not attempt to extinguish the fire unless you have:

- 1) Reported it.
- 2) Can do so safely without putting yourself or those around you in greater danger.



Roles in a Fire or Explosion

ANYONE

- 1) 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 grass south of the parking lot until receiving further instructions.

ZONE LEADERS

- 1) Evacuate staff and visitors to grass south of the parking lot.
- 2) Ensure no one blocks exits or emergency vehicle access.

FACILITIES

- I) 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

1) Bring the visitor log to the grass south of the parking lot.

Fire or Explosion

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

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

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

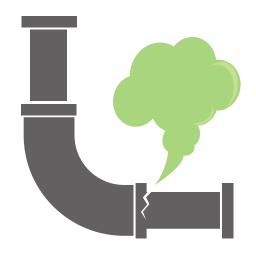
FRONT DESK RECEPTIONIST

- I) 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, put the switchboard on night setting (if there's time), 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.
- 4) Front desk reception staff working during evening or weekend hours will monitor weather conditions and the weather radio, and assist guests and visitors in taking emergency shelter.

Tornado

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

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

- I) Do not use any electrical equipment, phones or cells. Do not turn anything on or off.
- 2) If any staff or visitors smell gas, please walk to notify Jay Sorey, John Zimmerman or Tara Johannsen and inform 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.

ZONE LEADERS

- I) If directed by the building manager or Midwest Janitorial staff person, canvas the building to alert staff regarding the need to evacuate the facility.
- 2) Verbally direct staff to evacuate the building via a route that will avoid the area where the gas leak is located.
- 3) Remind staff NOT to use cell phones until they are safely out of the building.
- 4) Keep staff out of the building until an "all clear" has been given.

RECEPTIONIST

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

Utility Failures (Gas Leak / Power Outages)

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

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

- 1) Panic button is pressed.
- 2) 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".)
- 3) Communicate real-time information to key contacts (John Speer, John Zimmerman, Jason Marshall, Connie Dvorak, Molli Cunningham). 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 is past, use the internal paging system to let staff know the lockdown has ended.

ANYONE

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

ZONE LEADERS

- I) 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

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

Role in HAZMAT release or spill

ANYONE

I) Contact Building Manager Tara Johannsen at ext. 6740 and Midwest Janitorial, Jay at ext. 6414. They will contact the proper authorities and zone leaders as necessary.

ZONE LEADERS

I) 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

- I) 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:

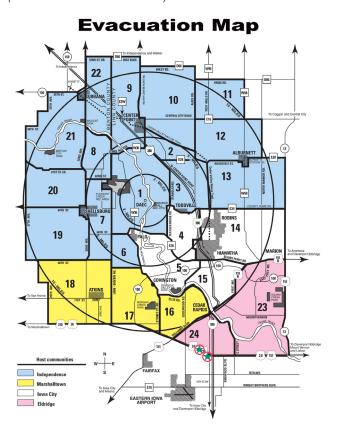
- Remain there until further notice.
- Shut all windows and doors.
- Turn off all ventilation (furnaces, fireplaces and air conditioners).
- Cover open food containers.

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 1st Street Eldridge, IA 52748.



Hazardous Materials/Nuclear Disaster

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

PHONE CALL REPORT

Role in Bomb Threat

ANYONE

- I) Contact your supervisor/ administrator.
- 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.

Time Call Received: Check your phone - did it show the phone number of the dialer?				
Exact Words of Caller:				
(Ask the caller to repeat if necessary)				
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: ☐ yes ☐ no				
Unusual phrases:				
Recognize voice? If so, who was it?				

____ 🗆 Horns 🗆 Whistles

Bomb Threat

☐ Music ☐ Traffic ☐ Running Motor (type) ___

☐ Aircraft ☐ Machinery ☐ Bells ☐ Tape Recorder

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

Background noise:

Additional Information:

What did he/she say? ___

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all 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	
Zone A		
Connie Dvorak (6737), Jessica Knud		
Administration	Business Office/HR area	
Administration Restrooms	Business Office/HR area	
Behind the Glass Rooms	Business Office/HR area	
Zone B Susie Green (6775)		
Staff Break Room	Hallway outside Business Office	
SCALE-UP Room	Hallway outside Business Office	
Hallway Offices	Remain in place	
Hallway Restrooms	Remain in place/HR area	
Creative Commons	Remain in place	
Zone C Hope Runge (6435) & Mike Hernand	dez (6718)	
Creative Services/Graphic Design	Graphics	
Print Shop/Storage	Graphics	
Dock	Mail Room	
Garage	Mail Room	
Zone D Kathy Resewehr (6748)		
Business Office / HR	Stay in office area	
Business Office / HR Conf. Rm	Business office / HR area	
PD Office	Business office / HR area	
Nursing Room	Business office / HR area	
Zone E Lisa Flockhart (6570) & Mary Kray (6717)	
Media Center	Computer Services	
Staff Distribution Center	Mail Room	
Creative Studio	Business Office/HR area	

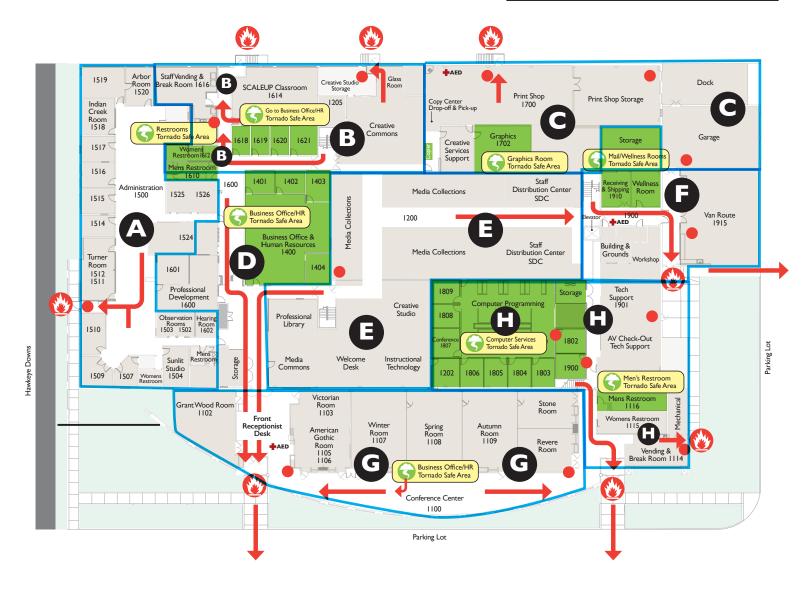
Zone F Heath Ayers (6586), LD Davies (6720)				
Wellness Workout Room	Remain in place			
Mailroom/Storage	Remain in place			
Van Routes	Mailroom			
Buildings/Grounds/Workshop	Remain in place			
Zone G Kim Novotny (6771), Sue Krob (6767)				
Conference Center	Comp. Services or Hallway			
Grant Wood Room	outside of HR			
Zone H Myka Forrest (6478)				
Computer Services	Remain in place			
Tech Support	Computer Services			
Conference Restrooms	Remain in place			
Conference Ctr Breakroom	Computer Services			
Zone I Elizabeth Gants (6849)				
2400	Business Office/HR area			
2500	Business Office/HR area			
West Restrooms	Business Office/HR area			
Zone J Lisa Becker (6821)				
2300	Wellness or Mailroom			
East Restrooms	Wellness or Mailroom			
Zone K Josie Hester (6851)				
2100	Business Office/HR area			
2200	Computer Services			
Digital Learning Team	Computer Services			
Zone L Nicole Clymer (6757)				
2600	Business Office/HR area			
2700	Business Office/HR area			
Central File 2000	Business Office/HR area			

Zone Leaders and Zone Leader Responsibilities/Tornado Safe Areas

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)







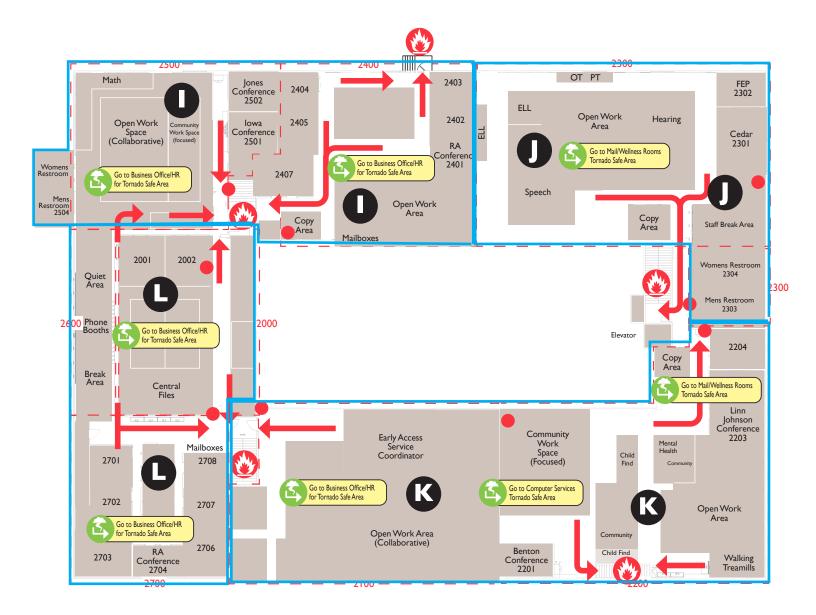
NOTE: Numbers on this map indicate Room/Area numbers, NOT phone extensions.

Zone Maps – First Floor

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team)
Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)







NOTE: Numbers on this map indicate Room/Area numbers, NOT phone extensions.

Zone Maps – Second Floor

Medical Emergency – Intercom ext. 1895 (pages all members of First Aid Response Team) Non-medical Emergency – Intercom ext. 1899 (pages all Zone Leaders)

Facilities Managers	6		
Employee	Ext.	Cell	Email
Johannsen, Tara	6740	(319) 981-0313	tjohannsen@gwaea.org
Zimmerman, John	6732	(319) 361-5137	jzimmerman@gwaea.org
Sorey, Jay (Midwest Jan.)			
, , , , , , , , , , , , , , , , , , , ,		,	7 - 7
Agency Administra	ative Team		
Cashman, Maria		(319) 361-0692	mcashman@gwaea.org
Harms, Barb			
Liebermann, Tracy			
Nelson, Renee		` ,	9
Poock, Bill			
Schreder, Jackie		•	
Speer, John			
Zimmerman, John			
.,		,	, 20 0
Managers at Sixth	Street Faci	lity	
Behmer, Stacy			sbehmer@gwaea.org
Brown, Nicole			
Clark, Megan			
Donnelly, Danielle			
Grennan, Melissa			
Hicks, Kristin	6810	(319) 533-5485	khicks@gwaea.org
Hostetler, Sam	6440	(612) 360-4087	shostetler@gwaea.org
Johannsen, Tara			
Kehoe, Shannon	6793	(319) 721-7208	skehoe@gwaea.org
Kruse, Sarah	6806	(319) 329-6778	ssvejda@gwaea.org
Marshall, Jason	6408	(319) 573-1083	jmarshall@gwaea.org
Norton, Ann			
Owen, Kim	6803	(319) 481-0339	kowen@gwaea.org
Salmon, Tim		` /	-0
Strike, Darrin			
Weigel, Jill	6464	(319) 573-1980	jweigel@gwaea.org
Executive Support	Staff		
Dvorak, Connie	6737	(319) 310-5613	cdvorak@gwaea.org
Knudson, Jessica		` ,	,
Person, Becky			
Sadilek, Melissa	6710	(319) 573-1881	msadilek@gwaea.org

Zone (A) CLEAR