



"In the spirit of love, provide
nourishment to people."

200 Civic Heights Circle
Circle Pines, MN 55014

763-784-2013

EAP

Emergency Action Plan

Safe Response Procedures For:

Severe Weather
Fire
Natural Gas
Bomb Threat
Robbery Attempt
Evacuation
Earthquake

EMERGENCY PREPAREDNESS

Please read and understand all instructions thoroughly.

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Numbers to Know

Emergency	911
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Additional Resources:

Ron Koon, President CCFS.....763-744-7355

Bridget McPhillips, Executive Director CCFS.....612-910-9617

SEVERE WEATHER PROCEDURES

Public Warning:

A public warning will be heard on the radio and TV, along with steady blasts from a siren by your county Civil Defense Warning System.

Action to take:

1. Get away from the perimeter of the building and exterior glass.
2. Go to the center of the building
3. Sit down in corridor and put your head down as close to your lap as possible or kneel and crouch down, protecting your head.
4. If you cannot make it to the center of the building seek protection under a desk or heavy object.
5. Remain in protected area until you've been told "all clear" by Food Shelf staff.

Management

1. Maintain the individuals in a calm and mannerly fashion.
2. Knock on all closed doors to communicate the emergency.
3. Food Shelf Staff will notify all individuals when it is "all clear".

FIRE PROCEDURE

Upon discovering a fire:

1. **Call 911** and report the fire.
 - a. Give the building address (200 Civic Heights Circle, Circle Pines MN 55014) 763-784-2013
 - b. Give the exact location of the fire.
 - c. Provide any additional details regarding the fire.
2. Notify Food Shelf Staff of the fire and pull fire alarm nearest your location.
3. If evacuation is necessary, follow the Evacuation Procedure on pages 9.
4. Do's and Don'ts:
 - a. Do not attempt to fight the fire
 - b. If caught in smoke, crawl to safety, taking short breaths, breathing through your nose.
 - c. Use stairwells only

Management

Once alarm has been called into the proper authorities:

1. Identify where the fire is.
2. Knock on all closed doors to communicate the emergency.
3. If the fire is not overwhelming and you feel it is safe to do so, locate a fire extinguisher and extinguish fire.

NATURAL GAS PROCEDURE

Natural gas is an important energy source, but it can be dangerous if not used carefully.

In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk. If you smell something like this in your work area it could mean you have a leak.

If you suspect a gas leak:

1. Alert others, notify your Food Shelf Staff, and leave immediately; leaving open any doors you pass through to help ventilate the area.
2. DO NOT LIGHT A MATCH, NEVER TURN LIGHTS OR ELECTRICAL SWITCHES ON OR OFF OR USE THE TELEPHONE, INCLUDING CELL PHONES. The electrical current in a phone, light or electric switch is enough to spark an explosion.
3. Go to a safe area beyond the gassy smell and then call 911..
4. Stay away from the building until someone in authority tells you it is safe to return.

Management

1. Identify where the gas leak may be coming from.
2. Knock on all closed doors to communicate the emergency.
3. Maintain the area in a calm and mannerly fashion.
4. Management Staff or the gas company once on sight will notify all individuals when it is "all clear".

BOMB THREAT PROCEDURE

In the event a bomb threat is received:

1. Immediately notify your Food Shelf Staff who will call 911.
2. Management should provide the Police the following information:
 - a. Give the name: Centennial Community Food Shelf
 - b. Give street address: 200 Civic Heights Circle, Circle Pines 55014 763-784-2013
 - c. Give the name of the person who received the threatening call.
3. DO NOT TOUCH ANY SUSPICIOUS OBJECTS!
4. DO NOT USE A CELLULAR TELEPHONE!
5. Food Shelf staff will knock on closed doors, direct personnel and handle the inspection in their respective area. They will report the results of the search back to the appropriate authority. (Police Dept.)
6. Identify the danger area and block it off with a clear zone of at least 300 feet. All packages delivered in the last 24 hours should be identified and not disturbed.
7. Prepare a report regarding details of the bomb threat for the authorities. (See page 10)

This is what happens:

1. The Police are notified.
2. A building search is made.
3. The police will contact and question the person who received the bomb threat.
4. Food Shelf Staff may request the facility be evacuated.
5. An "All Clear" will be given on the building when authorized by Food Shelf Personnel.

ROBBERY ATTEMPT PROCEDURE

1. Cooperate fully with the intruder.
2. Under any circumstances make no attempt to stop or apprehend the intruder.
3. If it is possible, take notice of the intruders description (age, height, weight, hair color, clothing, tattoos, and scars)
4. If you notice a car, make note of the license plate number, car make, model and color.
5. Call police (911) only when you consider it safe to do so.
6. If injury has occurred call 911 for help immediately. Then seek out a designated first aid responder until help arrives. Next notify your Church Coordinator or food shelf board member.

EARTHQUAKE

During an earthquake:

Drop, Cover and Hold On

- Drop down on your hands & knees
- Cover your head and neck
- Hold on to your shelter

Action to take:

1. Immediately drop to the ground before the earthquake drops you.
2. Try to take cover under a sturdy desk or table and hold on to it firmly.
3. If not near a desk or table, drop to the floor and crawl to an interior wall and protect your head and neck with your arms.
4. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, and shelves with heavy or glass objects.
5. Remain inside your building or car until the shaking has stopped.
6. If you are already outdoors, move to a clear area away from power lines, trees, signs and buildings.
7. Do not use matches, candles or any flames. There may be broken gas lines nearby.

Management

Once the ground has stopped shaking:

1. Check for injuries and damages that need immediate attention and call 911.
2. Identify hazards such as broken gas and water lines and down power lines.
3. Evacuate to a safe location and prepare for aftershocks.

EMERGENCY EVACUATION PROCEDURE

It is the responsibility of each volunteer to be familiar with their evacuation routes and the location of the nearest exit.

Do's

1. Follow the instructions of the food shelf staff.
2. Stop what you are doing immediately and leave the building.
3. Knock on closed doors if you think there are personnel in the room who may not know of the emergency.
4. In case of a Fire be sure to close the door to your office as you leave.
In case of a Bomb Threat make sure to leave the door to your office open.
5. Keep talking to a minimum to make sure all instructions can be heard clearly.
6. Stay calm.
7. Use the nearest exit.
8. Once you have left your area do not return.
9. Be prepared to merge with other people evacuating the building.
10. Once you are out of the building proceed at least 75 feet away where managers will account for all their employees. Gather at the playground.

Don'ts:

1. No smoking
2. Do not take time to remove paperwork, files etc.
3. Do not panic and quickly respond according to policy.

BOMB THREAT CHECKLIST

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the Bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (check one)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Reported call to: _____

Emergency Evacuation go to the playground across the street until the all is clear is announced by staff.

Fire Extinguisher across the hall from the front door

Fire Extinguisher next to water fountain

Fire Alarm in hallway



