



3195 Neil Armstrong Blvd.  
Eagan, MN 55121  
651-686-0405

204 Mississippi Ave.  
Red Wing, MN 55066  
651-388-7108

224 Main Street  
Zumbrota, MN 55992  
507-732-7888

1202 Beaudry Blvd  
Hudson, WI 54016  
715-410-4216

792 Canterbury Rd S, Ste 132  
Shakopee, MN 55379  
952-403-7979

**Revised 01/10/2018**

**Emergency Evacuation  
Red Wing**

**I-50-B**

1. All staff in specific areas will assist the individuals in that area with their specific evacuation needs.
  - A. DTH work floor staff- assist DTH work floor individuals
  - B. DTH classroom staff- assist DTH classroom individuals
  - C. Administrative staff- assist with individuals in meetings or away from areas
  - D. EE work floor staff- assist EE work floor individuals
  - E. DTH & EE HST's – assist with breakroom/medication room individuals
  
2. Follow the evacuation route for your area (see posted maps).
  - A. For fire/bomb evacuate building per route map
  - B. For weather related issues go to shelter area per route map
  
3. Final check in all areas and close all doors in all areas
 

A. Check all DTH and classroom areas	Primary- Stacey Howe Secondary- Randine Landmark
B. Check all EE and Warehouse areas	Primary- Tim Hovey Secondary- Jean Meyer
  
4. DTH individuals exit DTH door to patio
5. DTH workflow, classrooms, offices exit rehab door to grass by Capital Safety
6. EE breakroom, bathrooms, workflow exit out to grass in front of building
7. EE workflow (back), loading dock exit backdoor UPS entrance to grass nearest Xcel.
8. Take attendance in the all clear area
 

A. DT&H work floor, workrooms and classrooms.	Primary- Cicely Jensen Secondary- Jessica Nelson
B. EE work floor and classroom	Primary-Adam Dols Secondary-Jean Meyer
C. DT&H breakroom, ABE classroom & offices	Primary-Char Dudley Secondary-Mary Blank
D. EE breakroom and bathrooms,	Primary-Courtney Horne Secondary- Tim Hovey
E. Warehouse and Loading dock areas	Primary-Andy Faltesiek Secondary-Del Cook
F. Administration and office area keys) Secondary-Sally Ogren	Primary- Breanen Gath (bring
G.Rehab offices & computer lab, job coach room	Primary- Pam Veith Secondary-Heidi Befort

(Heidi bring books with R-53's)
9. Signal all clear once all areas report in and the imminent danger is over.