

505-P-1 Emergency Procedures - Eagan

Section	Initiated	Last Update	Last Review	Related Policy	Page
Safety	November 2022	September	September	505	1 of 6
		2025	2025		

Purpose:

To provide information and procedures to follow in any emergency at the Eagan site.

Scope:

All ProAct staff

Procedure:

EAGAN EMERGENCY NUMBERS					
All Emergencies Call	911				
Eagan Police Department (Non-emergency)	651-675-5700				
Eagan Fire	651-675-5900				
Dakota Electric	651-463-6201				
City of Eagan	651-675-5000				
Viking Automatic Sprinklers	651-558-3300				
Transportation Metro Mobility	651-602-1111				
RADIO/TV Notification:					
WCCO (AM 830)	612-330-2655				
KSTP TV (Channel 5)	888-707-7669				
WCCO-TV (Channel 4)	612-330-2655				
KSTC TV (Channel 45) www.kstc45.com	888-707-7669				
For Theft and Break in Call: Police ProAct President (after hours):	651-675-5700 651-253-4133				

MEDICAL NUMBERS				
RN Lori	651-245-4743			
Health Counseling Service If no response from the Counselir client's physician.	612-436-0295 ng Service – call the			
Concerta Allina Health Apple Valley Clinic	651-224-8264 651-241-3779			
Fairview Ridges Hospital	952-892-2000			
Poison Control Center	1-800-222-1222			

Additional Emergency Numbers-

Suicide prevention 988

Minnesota Relay - TTY 651-602-9005

Department of Human services 651-431-2000

MN DHS Licensing 651-431-6600

Ombudsman 651-757-1800

MN Adult abuse reporting center-MAARC

Report for all counties 1-844-880-1574

Or

https://www.health.state.mn.us/facilities/regulation/homecare/providers/maltreatment.html

INJURIES AT PROACT

Injured participants/staff should go to these medical facilities:

Concentra Fairview Ridges Hospital
2520 Pilot Knob Road or 201 East Nicollet Avenue
Suite 250 Burnsville, MN 55337

Mendota Heights, MN 55120 Phone Number: 952-892-2000

Phone Number: 651-224-8264

Participants should be taken to:

Allina Health Apple Valley Clinic Fairview Ridges Hospital 14655 Galaxy Ave. or 201 East Nicollet Avenue Apple Valley, MN 55124 Burnsville, MN 55337

Phone Number: 651-241-3779 Phone Number: 952-892-2000

Staff will call the clinic or emergency room to inform them that the injured employee or participant is coming in.

INDIVIDUAL SUPPORT FOR PARTICIPANTS DURING DRILLS AND ACTUAL EMERGENCIES

Some participants may require individualized support during drills and actual emergencies. Specific needs will be addressed in the SPA and SMA.

UTILITY EMERGENCY

1. Electrical Power Failure:

- A. Notify the ProAct President.
- B. President will:
 - Notify Dakota Electric at (651) 463-6201

2. Main Electrical Source:

The main electric source for the building is located in the warehouse on the east wall. The main electrical source is disengaged by following the procedure on the disconnect boxes in the warehouse.

3. Circuit Breakers:

(Main Transformers 1-3)

The circuit breakers are located in the warehouse east wall, on production – south wall, and in a storage area near DSS. The circuit breakers can be disengaged by following the procedures on the circuit breaker disconnect boxes located in these three areas.

4. Natural Gas Leak:

- A. Announce over the speakers that there will be an immediate emergency evacuation.
- B. Call "911" to report fire/explosion hazard.
- C. Notify the President.
- D. The President will turn off the gas if it can be done without endangering themselves.
- E. The shut off for the main gas source for the building is located on the exterior wall (west wall/south end) of the warehouse.

5. Water Main Break:

- A. Notify the President.
- B. President will notify the following:
 - 1. During Normal Business Hours Notify the City of Eagan: 651-675-5200
 - 2. After Business Hours: Notify Eagan Police Department at 651-675-5700

6. To shut off the main water source:

The shut-off for the main water source for the building is located in a closet in the Lunchroom. The main water source may be shut off by following the procedure posted in the closet in the lunchroom.

7. Sprinkler System Leakage:

- A. Notify the President.
- B. the President will: notify Viking Automatic Sprinklers at (651)558-3300

Knowing the numbers for each door helps with communicating with staff and emergency responders (police, fire department, EMT, etc....) during an emergency situation.

#1: Main Entrance Door (front office double doors)

#2: Employee Side Entrance Door (locked 9:30am-2:30pm and 4pm-7:30am)

#3: Green Door: DT&H Open Area

#4: Green Door: Warehouse (exit closest to West)

#5: Green Door: Warehouse (by garbage)

#6: Green Door: Garage

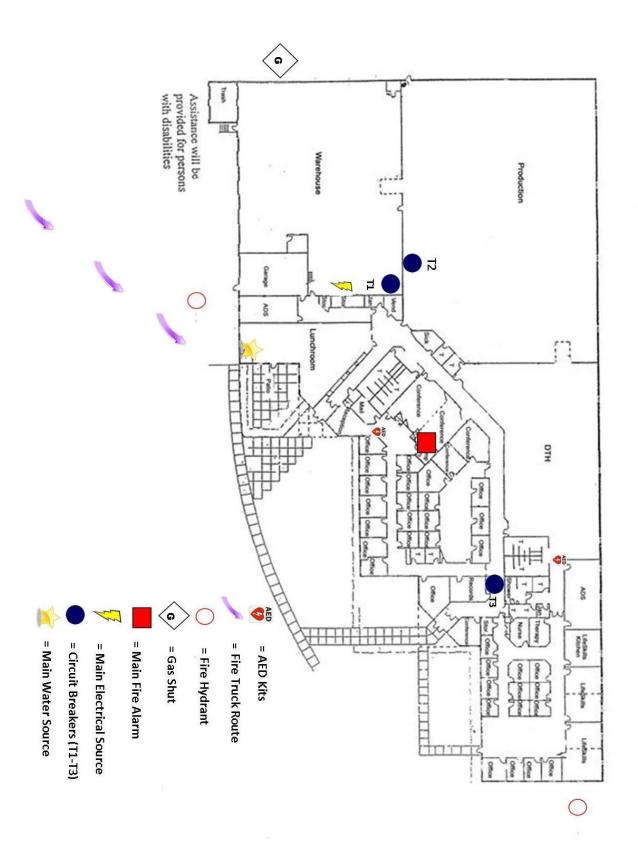
#7: Patio Door (has a gate door that opens)

EMERGENCY SHELTER

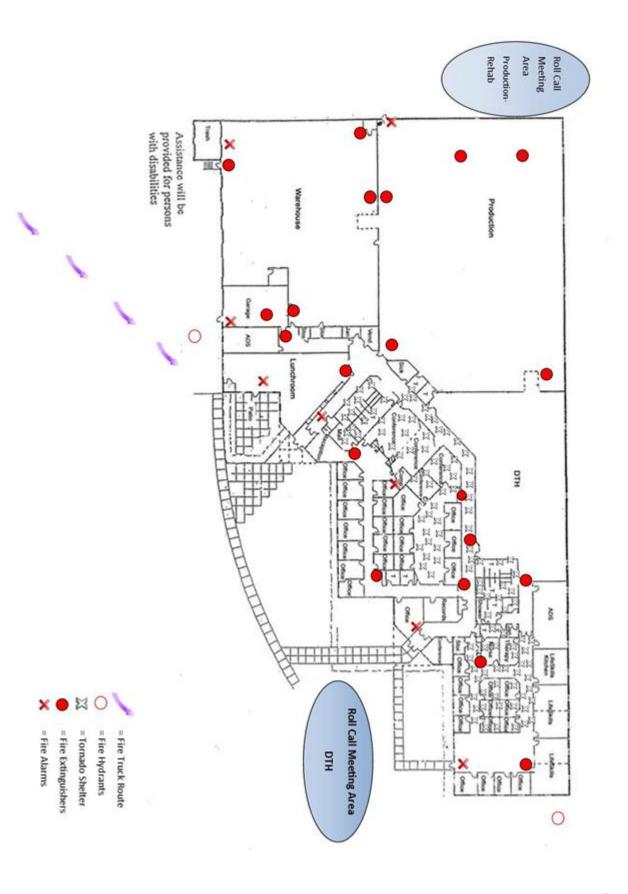
If the event of a facility emergency,
ProAct staff and participants will be directed to the following emergency shelter:

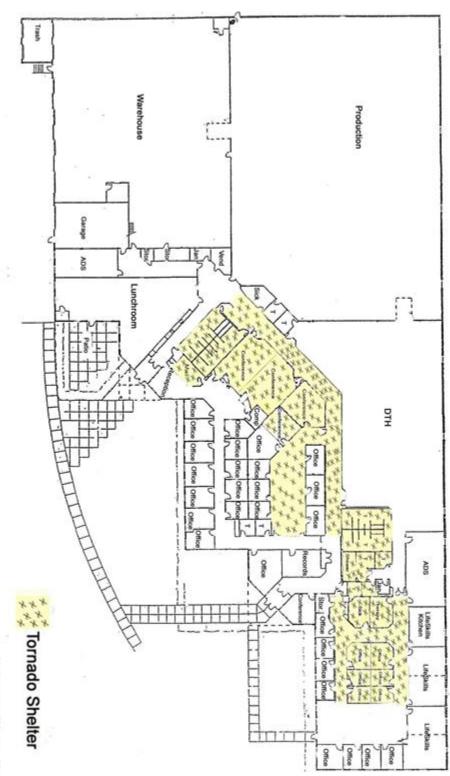
MSS 3265 Northwood circle Eagan MN 55121 (651)454-9010

Feed My Starving Children 990 Lone Oak Rd. Suite 160 Eagan, MN 55121 (651) 379-2775



- 4 -





Assistance will be provided for persons with disabilities.

- 6 -