

505-P-1 Emergency Procedures - Eagan

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

Purpose:

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

Scope:

All ProAct staff

Procedure:

EAGAN EMERGENCY NUMBERS		MEDICAL NUMBERS	
All Emergencies Call	911	RN Lori	651-245-4743
Eagan Police Department (Non-emergency)	651-675-5700	Health Counseling Service	612-436-0295
Eagan Fire	651-675-5900	If no response from the Counseling Service – call the client’s physician.	
Dakota Electric	651-463-6201	Concerta	651-224-8264
City of Eagan	651-675-5000	Allina Health Apple Valley Clinic	651-241-3779
Viking Automatic Sprinklers	651-558-3300	Fairview Ridges Hospital	952-892-2000
Transportation		Poison Control Center	1-800-222-1222
Metro Mobility	651-602-1111	Additional Emergency Numbers-	
RADIO/TV Notification:		Suicide prevention	988
WCCO (AM 830)	612-330-2655	Minnesota Relay - TTY	651-602-9005
KSTP TV (Channel 5)	888-707-7669	Department of Human services	651-431-2000
WCCO-TV (Channel 4)	612-330-2655	MN DHS Licensing	651-431-6600
KSTC TV (Channel 45)	888-707-7669	Ombudsman	651-757-1800
www.kstc45.com		MN Adult abuse reporting center-MAARC	
For Theft and Break in Call:		Report for all counties	1-844-880-1574
Police	651-675-5700	Or	
ProAct President (after hours):	651-253-4133	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:
 - 1. 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





Tornado Shelter

Assistance will be provided
for persons with disabilities.