

505-P-2 Emergency Procedures – Red Wing

Section	Initiated	Last Update	Last Review	Related Policy	Page
Safety	November 2022	September 2025	September 2025	505	1 of 5

Purpose:

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

Scope:

All ProAct staff

Procedure:

Red Wing EMERGENCY NUMBERS	MEDICAL NUMBERS
<p>All Emergencies Call 911</p> <p>Red Wing Police Department 651-385-3155 (Non-emergency)</p> <p>Red Wing Fire 651-388-7141</p> <p>City of Red Wing 651-385-3612 Security/Fire Alarm - Viking Company 855-205-6850 Xcel Energy Gas 800-895-2999 Water Dept. 651-385-3659 Parker Electric 651-388-9797</p> <p>Transportation</p> <p>First Student Transit Inc 651-388-8244 Hiawathaland Transit 866-623-7505</p> <p>RADIO/TV Notification:</p> <p>WCCO (AM 830) 612-330-2655 KSTP TV (Channel 5) 888-707-7669 WCCO-TV (Channel 4) 612-330-2655 KSTC TV (Channel 45) 888-707-7669 www.kstc45.com</p> <p>For Theft and Break in Call:</p> <p>Police 651-385-3155 ProAct President (after hours): 651-253-4133</p>	<p>RN Lori 651-245-4743</p> <p>Health Counseling Service 612-436-0295 If no response from the Counseling Service – call the client’s physician.</p> <p>Mayo Clinic Health System 651-267-5000</p> <p>Poison Control Center 1-800-222-1222</p> <p>Additional Emergency Numbers-</p> <p>Suicide prevention 988</p> <p>Minnesota Relay - TTY 651-602-9005</p> <p>Department of Human services 651-431-2000</p> <p>MN DHS Licensing 651-431-6600</p> <p>Ombudsman 651-757-1800</p> <p>MN Adult abuse reporting center-MAARC</p> <p>Report for all counties 1-844-880-1574</p> <p>Or https://www.health.state.mn.us/facilities/regulation/home_care/providers/maltreatment.html</p> <p>Red Wing Plumbing 651-388-9692</p> <p>Glen Clair Plumbing 651-388-2917</p> <p>Smith Heating 651-388-8401</p> <p>Goodhue Cty Emergency Management Director – 651-267-2640</p>

INJURIES AT PROACT

Injured participants/staff should go to these medical facilities:

Mayo Clinic Health Services
701 Hewitt Blvd.
Red Wing
651-267-5000

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 ISSA.

UTILITY EMERGENCY

1. Electrical Power Failure:

- A. Notify the President.
- B. Building and Grounds Coordinator/President will:
 - 1. Notify Xcel Energy at (800) 895-1999

2. Main Electrical Source:

The main electric source for the building is located in room 4. Pull the handle down to shut off all power. A second electric source for the building is located in 38.

3. Circuit Breakers:

Room 4. 3 are located in the Main Plant.

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 Program Manager or the President.
- D. The Program Manager or 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 in room 4 and secondary is in room 38.

5. Water Main Break:

- A. Notify the Building and Grounds Coordinator or the President.
- B. The Building and Grounds Coordinator or the President will notify the following:
 - 1. City of Red Wing Water Department at 651-385-3659.
 - 2. Red Wing Plumbing 651-388-9692
 - 3. Glenn Klair Plumbing at 651-388-2917

6. To shut off the main water source:

The shut-off for the main water source for the building is located in room 4 with a secondary shut-off in room 38. Yellow valve labeled main shut off for North side of the building. Room 38 for South Side of the Building.

7. Sprinkler System Leakage:

N/A

NUCLEAR EMERGENCY

ProAct- Red Wing is located within five miles of Prairie Island Nuclear Plant. In the event of an incident or accident at the nuclear plant, ProAct will be notified. There are four stages of nuclear emergency:

1. Notification of Unusual Event (NUE)
2. Alert
3. Site Area Emergency
4. General Emergency

1. NOTIFICATION OF UNUSUAL EVENT

Prairie Island Nuclear Plant will notify the Red Wing Civil Defense and let them know about the situation. No further calls will be made at this stage; no action needed.

2. ALERT

At this level, Red Wing Civil Defense will contact ProAct in Red Wing. The phone message will include: "An event (description) has occurred at the Prairie Island Nuclear Plant which may require preparation for evacuation. Stand by for further instructions and tune your radio to KCUE 1250 AM or KWNG 105.9 FM.

THE PERSON TAKING THE CALL WILL:

- Notify the Program Manager.
- Notify staff to close all doors, windows, and vents.
- Turn on a radio/monitor media.
- The Program Manager will notify ProAct case coordinators and instruct them to review transportation plans and put outings on hold. They will then use the calling list to advise homes/residences to be prepared for a possible evacuation. An alert does not automatically lead to an evacuation. It will depend on the type of incident.

3. SITE AREA EMERGENCY

At this level, ProAct will plan to do an early dismissal and transport all persons served to their places of residence. Case coordinators in Red Wing will refer to the calling list to arrange for transportation of participants.

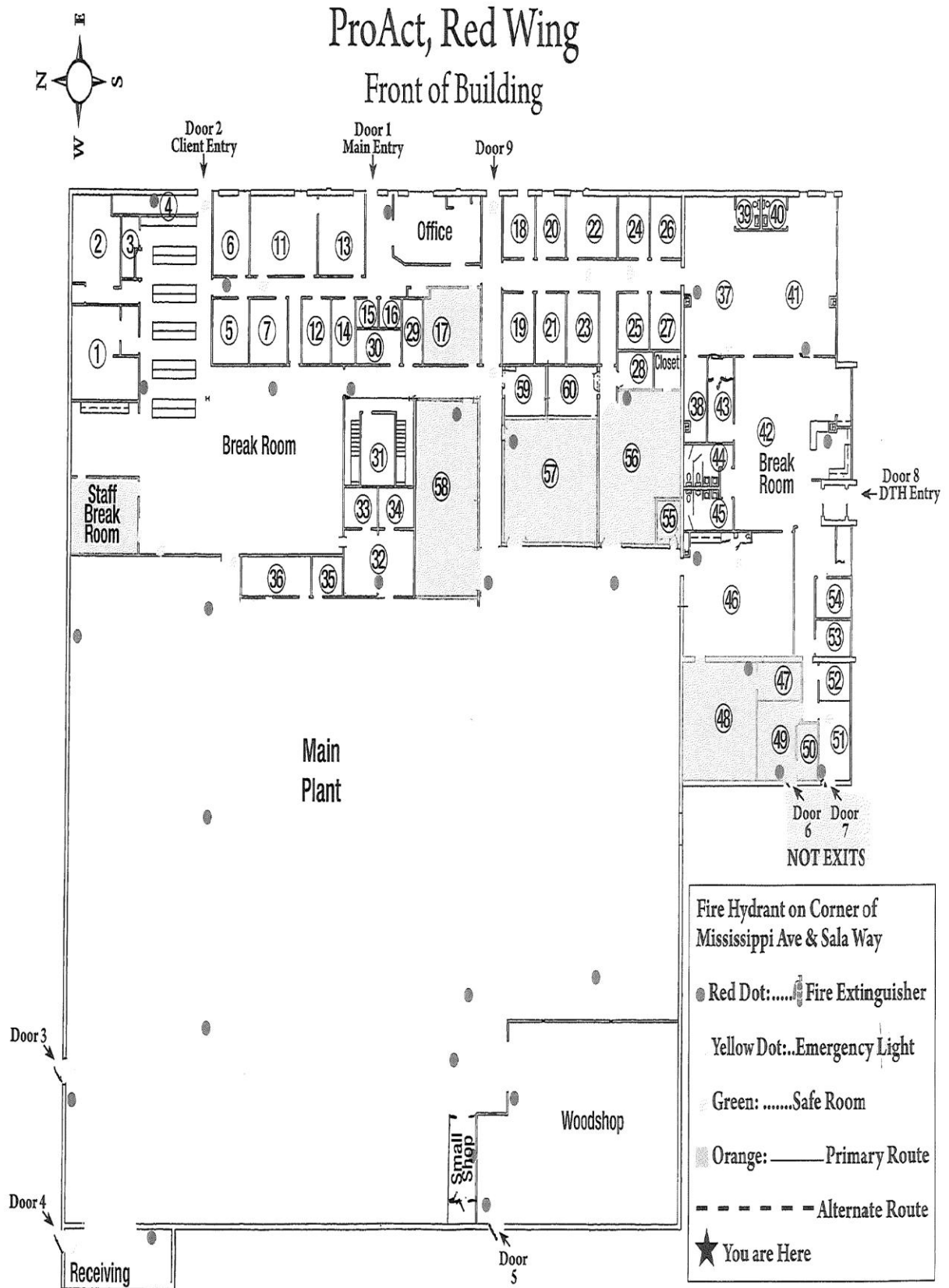
4. GENERAL EMERGENCY

Depending on the weather, etc., an evacuation will take place. A shelter-in-place at ProAct may be called if there is a risk in transporting participants due to weather, hostile attack, or other conditions. For an evacuation, all transportation routes will be notified to come to ProAct – Red Wing in order to evacuate participants to the Wabasha Kellogg High School, 2113 Hiawatha Dr. E., Wabasha, MN. Staff members may need to use additional vehicles to transport participants. All participants will be driven to the designated location even if they live in Red Wing. Participants can be picked up at the designated location by family members or residential providers when it is safe to do so.

EMERGENCY SHELTER

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

**3M (breakroom)
3833 Sala Way
Red Wing, MN 55066
651-388-8282**



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 Office Entrance (Westside)

#2: Participant Entrance Door (unlocked from 7:30 – 8:30 and during breaks and lunch. Locked at all other times)

#3: Receiving – North Side

#4: Dock – North Side

#5: Woodshop – West Side

#6: Patio Area – West Side

#7: Patio Area – West Side

#8: DSS – South Side

#9: Office Area – West Side