

505-P-3 Emergency Procedures - Shakopee

Section	Initiated	Last Update	Last Review	Related Policy	Page
Safety	November 2022	April 2024	November 2022	505	1 of 4

Purpose:

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

Scope:

All ProAct staff

Procedure:

Shakopee <u>EMERGENCY NUMBERS</u>		<u>MEDICAL NUMBERS</u>	
All Emergencies Call	911	RN Lori	612-245-4743
Shakopee Police Department (Non-emergency)	952-233-9400	Health Counseling Service	612-436-0295
Shakopee Fire	952-233-9570	If no response from the Counseling Service – call the client’s physician.	
All building maintenance SW Metro	952-567-8100	Concerta	651-224-8264
Transportation		Allina Health Apple Valley Clinic	651-241-3779
Metro Mobility	651-602-1111	Fairview Ridges Hospital	952-892-2000
Transit Link	952-496-8341	Poison Control Center	1-800-222-1222
RADIO/TV Notification:		Additional Emergency Numbers-	
WCCO (AM 830)	612-330-2655	Suicide prevention	988
KSTP TV (Channel 5)	888-707-7669	Minnesota Relay - TTY	651-602-9005
WCCO-TV (Channel 4)	612-330-2655	Department of Human services	651-431-2000
KSTC TV (Channel 45)	888-707-7669	MN DHS Licensing	651-431-6600
www.kstc45.com		Ombudsman	651-757-1800
For Theft and Break in Call:		MN Adult abuse reporting center-MAARC	
Police	952-233-9400	Report for all counties	1-844-880-1574
ProAct President (after hours):	651-253-4133	Or	
Vice President (after hours) home:	651-452-0862	https://www.health.state.mn.us/facilities/regulation/homecare/providers/maltreatment.html	
Cell: (612-419-9997			

INJURIES AT PROACT

Injured participants/staff should go to these medical facilities:

Concentra
2520 Pilot Knob Road
Suite 250
Mendota Heights, MN 55120
Phone Number: 651-224-8264

or

Fairview Ridges Hospital
201 East Nicollet Avenue
Burnsville, MN 55337
Phone Number: 952-892-2000

Participants should be taken to:

Allina Health Apple Valley Clinic
14655 Galaxy Ave.
Apple Valley, MN 55124
Phone Number: 651-241-3779

or

Fairview Ridges Hospital
201 East Nicollet Avenue
Burnsville, MN 55337
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 SW Metro: 952-567-8100

2. Main Electrical Source:

The main electric source for the building is in the IDF 1-2170 room.

3. Circuit Breakers:

The main electric source for the building is in the IDF 1-2170 room.

4. Natural Gas Leak:

- A. Call the front office and have an emergency evacuation announced.
- 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 first floor near the dock door.

5. Water Main Break:

- A. Notify the President.
- B. President will notify the following:
 - 1. During Normal Business Hours Notify SW Metro: 952-567-8100

EMERGENCY SHELTER

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

**Scott County Law Enforcement
301 Fuller Street South
Shakopee, MN 55379
(952) 496-8300**

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 C6

#2: Stairwell Door: North side of the elevator

#3: South Door: (by manager's office)

