

## 505-P-3 Emergency Procedures - Shakopee

Section	Initiated	Last Update	Last Review	Related Policy	Page
Safety	November 2022	December 2025	December 2025	505	1 of 4

**Purpose:**

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

**Scope:**

All ProAct staff

**Procedure:**

<b>Shakopee EMERGENCY NUMBERS</b>		<b>MEDICAL NUMBERS</b>	
All Emergencies Call	<b>911</b>	RN Lori	612-245-4743
Shakopee Police Department (Non-emergency)	952-233-9400	Health Counseling Service	<b>612-436-0295</b>
Shakopee Fire	952-233-9570	If no response from the Counseling Service – call the client's physician.	
<b>Transportation</b>		Concerta	651-224-8264
Metro Mobility	651-602-1111	Allina Health Apple Valley Clinic	651-241-3779
Transit Link	952-496-8341	Fairview Ridges Hospital	952-892-2000
Metro Move	651-602-1900	Poison Control Center	<b>1-800-222-1222</b>
<b>RADIO/TV Notification:</b>		<b>Additional Emergency Numbers-</b>	
WCCO (AM 830)	612-330-2655	Suicide prevention	988
KSTP TV (Channel 5)	888-707-7669	Scott Cty Mental Health Crisis	952-496-8481 or 952-818-3702
WCCO-TV (Channel 4)	612-330-2655	Minnesota Relay - TTY	651-602-9005
KSTC TV (Channel 45)	888-707-7669	Department of Human services	651-431-2000
www.kstc45.com		MN DHS Licensing	651-431-6600
<b>For Theft and Break in Call:</b>		Ombudsman	651-757-1800
Police	952-233-9400	MN Adult abuse reporting center-MAARC	
ProAct President (after hours):	651-253-4133	Report for all counties	1-844-880-1574
Electric – Shakopee Public Utilities	952-445-1988	Or	
City of Shakopee	952-233-9300	<a href="https://www.health.state.mn.us/facilities/regulation/homecare/providers/maltreatment.html">https://www.health.state.mn.us/facilities/regulation/homecare/providers/maltreatment.html</a>	
Alarm – Johnson Controls	1-800-289-2647		
Gas – Centerpoint	612-321-4939		
Water -	952-445-1411		

## 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
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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
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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/Facilities Manager
- B. President/Facilities Manager will:
  1. Notify Shakopee Public Utilities – 952-445-1988
- C. Use the portable flashlight and radio

### 2. Main Electrical Source:

The main electric source for the building is in the electrical/utility room

### 3. Circuit Breakers:

The circuit breaker for the building is in the electrical/utility room

### 4. Natural Gas Leak:

- A. Announce an emergency evacuation over the speakers.
- B. Call “911” to report fire/explosion hazard.
- C. Notify the President/Program Manager/Facilities Manager.
- D. The President/Program Manager/Facilities Manager. 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 the electrical/utility room

### 5. Water Main Break:

- A. Notify the President/Facilities Manager.
- B. President/Facilities Manager will notify:
  1. Shakopee Water – 952-445-1411

## **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.

### **Door Numbers:**

- 1. Main Entrance**
- 2. Patio**
- 3. Gym**
- 4. Back Door**

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