

Emergency Procedures

Medical, Evacuation,
Fire Control & Various Threats



Telephone Numbers Index

Emergency telephone number all telephones	911
Facilities Maintenance	(402) 479-4401
HR Safety Coordinator	(402) 479-4588
Director's Office.....	(402) 479-4615
Nebraska State Patrol.....	(402) 471-4545
Lincoln Fire Department (non-emergency)	(402) 441-6000
Capitol Security	(402) 471-2400

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Emergency Evacuation and Fire Control

NDOT Central Office Complex: (1400, 1500, and 1600 Buildings)

5001 S 14th Street Complex: (The Hill)

Aeronautics: (3431 Aviation Rd, Ste 150)

Controllable Fire

Small fires that can be controlled with a fire extinguisher:

- ⌚ Extinguish the fire with a fire extinguisher, if you are trained to do so.
- ⌚ Do not place yourself and others at risk.
- ⌚ Evacuate the immediate involved area.
- ⌚ Report fire damage and personnel status immediately to Facilities Maintenance.

Uncontrollable Fire

Upon discovering a fire, personnel at the fire will close the door to the room where the fire is located. Evacuate the scene and immediately trip the red fire alarm box en route to the exits. Red alarm boxes are located near the exits and stairways. Activating the alarm system will notify 911 through Capitol Security.

When the intermittent fire alarm is sounding:

- ⌚ All personnel will evacuate the building immediately.
- ⌚ Evacuate from the building to the designated area.

Do:

- Be cooperative and orderly, this is more important than speed.
- Follow instructions.
- Assemble at predetermined location with your co-workers. Central Complex:
- Only use the stairwells to evacuate.
- Assist in moving all physically-challenged persons to stairwell landings. They will be safe on the landing until rescuers arrive.
- Prepare to merge with people evacuating from other floors in the stairwell.
- Watch for firefighters coming up stairwells to handle the emergency.

Do Not:

- Do not lock the doors when exiting the area.
- Do not use the elevator. Elevators will be deactivated.
- Do not run, push, or create panic.
- Do not return to the office or building until instructed to do so by a representative of the Director.

Division Head duties:

- ⌚ Ensure their division personnel know of the evacuation procedures and emergency routes for their area(s).
- ⌚ Select and assign monitors for their areas. If no monitors are assigned, duties of the monitor will be assumed by the division head.

- ⌚ After you have evacuated Inform the First Aid Team if there are unaccounted staff by going to the motor pool area where the First Aid Team will be located and sharing the information.

Monitor's duties:

- ⌚ Instruct all personnel to evacuate the building.
- ⌚ Evacuate with the staff
- ⌚ Assist and instruct physically-challenged persons to evacuate the area or where to wait until help arrives.
- ⌚ Report to their division head and rescuers:
 - The area is clear of all personnel.
 - Physically-challenged persons and/or other persons still in the building and their exact location.

Note: First Aid Team members are not to be assigned monitor's duties.

Facilities Maintenance duties:

- ⌚ Contact the Safety Coordinator to inform them of the evacuation.
- ⌚ Relay the information received from the division head to the fire department officer/chief, the Director or their designee.
- ⌚ Assist the fire department to the location of the fire or to the alarm panel.
- ⌚ On the Hill, designate someone to meet the fire department at the Cushman Drive and 14th Street entrance and direct them to the emergency scene.
- ⌚ Assess the degree of the emergency and determine if the building is safe for reentry.
- ⌚ Give information verbally to the Director or designee.

Explosion, Hazardous Materials Spill, Fumes, or Gas Leak

- ⌚ Get away from the area of danger.
- ⌚ Take the MSDS notebook with you as long as you don't endanger yourself in retrieving.
- ⌚ Call **911**.
- ⌚ Warn co-workers of the danger or problem. Evacuate the dangerous area. Assist injured, ill or physically-challenged persons to evacuate, if possible.
- ⌚ Do not enter or reenter a contaminated area to assist people.
- ⌚ Secure the area. Tell a supervisor of the problem.
- ⌚ Follow the Fire/Explosion plan outlined in "Uncontrollable Fire" on page 1.

Supervisor's duties:

- ⌚ Small leak, (*area secured*), suspected leak or odor:
 - Notify Facilities Maintenance.
 - Notify division head at _____. (*Add phone number*).

Handling a Medical Emergency

NDOT Central Complex: (1400, 1500, and 1600 Buildings)

5001 S 14th Street Complex: (The Hill)

Aeronautics: (3431 Aviation Rd, Ste 150)

Sudden/ Serious Illness or Injury

⌚ Check – Call – Care

- Check the scene for safety and approach the person and ask if they need help.
- Call Human Resources and or 911 if needed
- Care for the person by making them comfortable until EMS or a member of the First Aid Team arrives. By calling Human Resources you are alerting the First Aid Team.

⌚ Human Resources will contact the First Aid Team. Human Resources will also contact the Division Head regarding the medical concern.

Non-Life-Threatening Illness or Injury

⌚ Injured person should contact a co-worker, supervisor or Human Resources to alert the First Aid Team. After being treated, injured employee(s) should notify their supervisor.

Working Alone After Hours

⌚ Call **911** and give the dispatcher the following information:

- Your name.
- Describe the problem.
- The situation (*working alone at Department of Transportation*).
- Building location
- Room number.
- Telephone number you are calling from.
- How to gain entry to all the buildings.
 - Call Capitol Security: this will unlock all doors to the buildings.
 - Provide the dispatcher with the Capitol Security number, if you feel you can't make the call yourself.

⌚ Call Facility Manager cell.

⌚ For your personal safety and the safety of others, do not call family members or friends to come to your aid. Call **911** for aid. Your family or friends in rushing here could be involved in an accident and medical treatment could be delayed in reaching you. Also, family or friends will not be able to enter the building.

⌚ Do not drive yourself to the hospital or home in the event of sudden illness or severe injury. You could be involved in an accident because of your condition.

⌚ The **911** dispatcher will monitor your condition for any changes.

Calling 911

NDOT Central Complex: (1400, 1500, and 1600 Buildings)

5001 S 14th Street Complex: (The Hill)

Aeronautics: (3431 Aviation Rd, Ste 150)

When calling 911

- ⊗ Person calling **911**
 - Identifies self to **911** dispatcher (*your name*).
 - States the nature of emergency.
 - Illness - Injury - Unresponsive victim - Number of people involved.
 - Fire.
 - Explosion.
 - Hazardous material spill.
 - Fumes, gas leak (*causing people to be ill*).
 - Gives the location of emergency:

Central Office Complex:

- building (*1400 West, 1500 Center, or 1600 East*)
- floor (*basement, 1st, 2nd, or 3rd*)
- room (*room number*)

5001 S 14th Street Complex (The Hill):

14th & Cushman Drive

- Operations - Fleet Management - Welding Shop - Paint Booth
- Bridge Inspection Building
- Milling Crew Building
- Storage Buildings
- Geodetic Survey
- Grounds Maintenance
- Electronic Shop - Traffic Counter Shop
- Carpenter Shop - Tin Shed

- Caller from "The Hill" will notify the dispatcher that someone will meet them at the intersection of 14th Street & Cushman Drive and direct them to the emergency scene.
- Stays on the line or follows dispatcher's directions.
- Notifies, or sends someone to notify the first responder that help is on the way.

Aeronautics 3431 Aviation Rd, Ste 150

When calling Human Resources

- ☺ Person calling Human Resources.
 - Identifies self.
 - States the nature of emergency.
 - Illness - Injury - Unresponsive victim - Number of people involved.
 - Fire.
 - Explosion.
 - Hazardous material spill.
 - Fumes, gas leak (*causing people to be ill*).
 - Gives the location (*address, building, floor*)

Central Office Complex:

- building (*1400 West, 1500 Center, or 1600 East*)
- floor (*basement, 1st, 2nd, or 3rd*)
- room (*room number*)

5001 S 14th Street Complex (The Hill):

14th & Cushman Drive

- Operations - Fleet Management - Welding Shop - Paint Booth
 - Bridge Inspection Building
 - Milling Crew Building
 - Storage Buildings
 - Geodetic Survey
 - Grounds Maintenance
 - Electronic Shop - Traffic Counter Shop
 - Carpenter Shop - Tin Shed
- Caller from "The Hill" will notify the dispatcher that someone will meet them at the intersection of 14th Street & Cushman Drive and direct them to the emergency scene.
 - Stays on the line or follows dispatcher's directions.
 - Notifies, or sends someone to notify the first responder that help is on the way.

NDOT Aeronautics 3431 Aviation Rd, Ste 150

Tornado /Severe Weather

NDOT Central Complex: (1400, 1500, and 1600 Buildings)

5001 S 14th Street Complex: (The Hill)

Aeronautics: (3431 Aviation Rd, Ste 150)

All employees shall familiarize themselves with these actions to take in the event of a tornado watch, tornado warning, or in the event of damage done to the building from a tornado.

Tornado Watch

- ⊕ When a tornado watch is issued by weather alert or AM/FM radio:
 - Operations will announce the alert by using the public address system, *"We are now in a tornado watch ..."*
 - Supervisors will review, with their employees, where to take shelter if a tornado warning is issued.

Tornado Warning

- ⊕ When a tornado warning is issued by weather alert radio and Emergency Management of Lancaster County siren, this warning indicates that a tornado has actually been sighted in the Lincoln area and everyone will take shelter immediately.
 - Operations will announce on the public address system, *"We are now in a tornado warning to take shelter now."*
- Visitors and personnel shall use the following shelters:
 - Central Complex - Take shelter in the basement.
 - Aeronautics – Take shelter in the bathrooms
 - 5001 S 14th Street Complex - Use the following shelters:
 - Operations Basement
 - Operations
 - Maintenance
 - Grounds Building
 - Welding Shop
 - Carpenter's Shop
 - Bridge Inspection
 - Bridge Drilling
 - Training Rooms' Occupants
 - Operations and Maintenance
 - Traffic Counter Repair - interior of shop
 - Surplus Property - interior of building
 - Electronics Shop - interior of shop
 - Survey Building - use Rooms 114 and 116

Do:

- Take shelter by following the most direct emergency shelter routes.
- Insist and ensure that visitors are escorted to the shelters.
- Division heads and monitors are responsible for assisting physically- challenged persons to the shelters.
- First Aid Team members bring first aid equipment and meet in the shelter.
- Proceed to the areas least occupied.
- Close, but do not lock, the doors behind you as you leave.

Do Not:

- Do not make outgoing phone calls before evacuating to the basement.
- Do not go outside to see a tornado.
- Do not stand in the stairwells.
- Do not stop at doorways.
- Do not use the elevators—the power is likely to go off.
- Do not go to the State Patrol Communications Center—They won't let you in.
- ☹ Director, Deputy-Directors and staff, and Human Resources designee will assemble in the Highway Safety Section of the Traffic Engineering Division area in the northeast corner of the 1500 Building basement.
- ☹ Everyone is to stay in the basement until the "all clear" announcement is made by Operations office staff.
- ☹ If the building is involved in a tornado strike, leave the building only if it is safe to do so.
- ☹ If it is determined that it is not safe to leave the building, follow the instructions given by the emergency response personnel: Fire Department, Emergency Management, Police Department, State Patrol, or the Director's Office or designee.

Receiving Various Threats

All Buildings

Threat by Telephone

When a phone threat is received, attempt to keep the person talking as long as possible. Follow these steps:

- ⊙ Remain calm and courteous. Do not interrupt the caller.
- ⊙ Listen and write down details of call: voice, accent, details of threat, etc.
- ⊙ Write down the caller's information. If possible, refer to the "**Threatening Caller Profile**" form located on page 10.
- ⊙ If a bomb is mentioned, if possible, write down the information on the "**Receipt of Bomb Threat by Telephone**" form on page 11.
- ⊙ Call *Director's Office* with the information you have.
 - Inform the Director or Deputy in charge at the time.
 - Call the State Patrol and Lincoln Fire Department non-emergency (24 hours/day).
- ⊙ Report the called-in threat information to supervisor.
- ⊙ The person in charge will be the Director or his designee. Division heads will be responsible for their areas. The prime responsibility will be to:
 - Keep the area personnel calm.
 - Instruct personnel to evacuate and monitor the process. Division heads will leave their area last.
 - Unless directed to do otherwise, do not use cell phones/radios that transmit because the frequencies they operate on can activate an explosive device.
 - Ask for volunteers familiar with the area to assist in searching for the bomb with the State Patrol, the Bomb Squad, and Lincoln Police. Employees are more likely to notice something out of place.
- ⊙ Report any injuries, trapped- or missing-people, and damages to the Director or designee.
- ⊙ Suspect Bomb Found
 - **Do not** touch it.
 - State Patrol will assume command.
- ⊙ Evacuation
 - If evacuation is ordered by intermittent alarm and/or public address system, all employees will evacuate the building(s) and assemble in the assigned areas.

Threatening Caller Profile Form

Date of call: _____

Exact time of call: _____

Caller I.D. # _____

Exact words of the caller: _____

Voice

Loud
High-pitched
Raspy
Intoxicated
Soft
Deep
Pleasant
Other

Language

Excellent
Fair
Foul
Good
Poor
Other

Accent

Local
Foreign
Race
Not Local
Region

Speech

Fast
Distinct
Stutter
Slurred
Slow
Distorted
Nasal
Lisp
Other

Manner

Calm
Rational
Coherent
Deliberate
Righteous
Angry
Irrational
Incoherent
Emotional
Laughing

Familiarity with Threatened Facility

Much
Some
None

Background Noise

Factory Machines
Bedlam
Music
Office Machines
Mixed
Street Traffic
Trains
Animals
Quiet
Voices
Airplanes
Party Atmosphere

Gender

Male
Female

Bomb Threat by Telephone

When a bomb is mentioned during your conversation, here are some questions to ask the caller: *(Try to obtain as much information as possible.)*

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

Do not hang-up your telephone. Call may lock the number for tracing.

Time caller hung-up: _____

Mail Threat or Act of Terrorism

- ☹ Receiving the threat by mail or other written means:
- Treat the mail or written threat as you would a telephone threat.
 - Do not touch the letter any more than necessary.
 - Do not allow others to touch the letter.
 - Call *Human Resources* with the information.
 - Human Resources will notify the State Patrol and the Director's Office.
 - Remain calm when handling any questionable objects.
 - Notify your supervisor of the piece of mail or package.

Know the warning signs:

- Excessive postage.
- Handwritten with no return address or bears one that you cannot confirm is legitimate.
- Incorrect titles or has titles but is missing names or a return address.
- Uneven in size, lopsided, greasy or lumpy in appearance or has oily stains, is discolored, or has strange odors.
- Sealed with excessive amounts of tape or string.
- Ticking sound.
- Sent from someone whom you have had a negative encounter with or addressed to someone who is no longer with the NDOT or is otherwise outdated.
- Unexpected or from someone you do not know.
- Protruding wires, foil, or excessive weight given the size of the object.
- Marked with unnecessarily restrictive statements such as "Personal" or "Confidential."
- Postmarked with a city or state that does not match return address.
- Powdery substance on the outside.

If you receive a suspicious letter or package, or if you are suspicious of a mailing and are unable to verify the contents with the addressee or sender, follow these steps:

Do:

- Isolate the package, placing it in a sealable plastic bag, if available.
- Calmly alert others in the immediate area and leave the area, closing the door behind you. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.
- Place all items, worn when in contact with the suspected mail piece, in plastic bags and have the items available for authorities.

- Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds as soon as possible. Antibacterial soaps that do not require water are not effective for removing anthrax.
- Call Human Resources and give the person your exact location.
- Wait outside area for the First Response Team to arrive. Do not leave the building unless instructed to do so by First Response Team personnel.

Do Not:

- Do not try to open the package. If there is spilled powder, do not try to clean it up and do not smell, touch, or taste the material.
- Do not shake or bump the package or letter. Handle with care.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.

If a parcel is opened and suspicious objects or material is discovered (*threatening letters, explosive devices, powdery substances, etc.*), follow these steps:

- Put the pieces of mail down, do not carry it around or show it to others.
- If the piece of mail contains suspicious powdery substance, cover the object gently with something to prevent air or wind from blowing it around.

Do not try to clean up the powder. Leave the spilled contents, immediately cover with anything (*e.g., clothing, paper, trash can, etc.*), and do not remove this cover.

- Alert others in the area and secure the area by simply leaving the room and closing the door. Section off the area to prevent others from entering.
- Call Human Resources to report what you have found.

When the First Response Team is notified, the team ensures that the following steps occur:

- Take control of the situation by giving directions.
- Arrive on the scene and gather information.
- Quickly assess the situation and activate further emergency procedures as needed. If deemed necessary, the team will call hazardous material response squad, bomb squad, and/or local law enforcement authorities.
- If the air-handling system is contaminated or a warning issued that a biological agent has been released in a public space, **quickly turn off fan or shutdown ventilation units in the areas questioned.**

🕒 Evacuation

If evacuation is ordered by an intermittent alarm and/or public address system, all employees will evacuate the building(s) and assemble in the assigned areas.

Walk-In Threat

When experiencing or observing imminent threat of violence, treat the situation as follows:

- ⊖ Remain calm and courteous. Do not interrupt the visitor, simply observe and listen until assistance arrives.
- ⊖ Gather as much information as possible.
 - Back away from the situation immediately. Do not provoke the situation.
 - Secure the perimeter.
 - Take control and identify the threat (*such as release of anger or act of a workplace violence during the threat and who is involved*). Note or write down a description or name if known.
 - Act in a courteous manner and try to calm the person down. There may be a situation where you can use your customer service skills, best judgment, and experience to help resolve the situation.
 - Contact your supervisor or co-workers for assistance, if possible, so that the local or state law enforcement authorities could be alerted if the threat is against your life or if execution of the threat appears imminent.
- ⊖ Recognize and report the following behaviors to your supervisor for future information:
 - Intimidation - an act of coercion, which could reasonably cause the other person to fear for his/her physical safety or the safety of others.
 - Threats of violence - a communicated intent to inflict physical or other harm on any person or on property.
 - Acts of violence - exercise of physical force against another person or against property.

If the situation escalates (*threatened and in danger of imminent bodily harm or property damage*), immediately:

- Excuse yourself, explain that you're going to pull a file for more information and leave the area.
- Call **911** immediately. Stay on the line until the dispatcher hangs up. Do not hang up first. If you cannot speak freely, just calling and leaving the receiver off the hook may allow dispatcher to hear noises that will clarify the nature of the incident.
- Notify and/or warn others of a violent or potentially violent situation. Call the Human Resources for immediate assistance. If possible, give specific information where this situation is occurring.
- Flee if you can or try to find a safe hiding place.
- Secure your area by locking all doors and accesses.
- Cooperate fully with law enforcement on the scene. Provide additional information upon request.

If you find yourself in a hostage situation with other co-workers or visitors, you should, if possible:

- Remain calm and direct co-workers to remain seated and quiet.
- Follow perpetrator's directions; do not argue with the person.
- Keep in mind that emergency personnel, local law enforcement or State Patrol may be able to hear and/or see what is taking place in the room and may enter or shoot into the room at any time.
- Follow all instructions from the local law enforcement or State Patrol, among which may be to lie on the floor with hands over heads .
- If you witness an act of workplace violence that does not directly involve you, your action will depend on your assessment of the situation and your judgment. In some cases, your involvement may help a co-worker. Other times, it may be better to simply slip quietly away and call **911**.
 - Move employees to safe zones.
 - Stabilize incident if possible.
 - Protect rescuers by providing information of the threat.
 - Avoid secondary contact with the incident.
 - Secure evidence if it becomes a crime scene.
 - Protect against secondary attack from occurring.

The threat of imminent injury is present if any of these or similar conditions exist:

- Weapon is present.
 - Individual is threatening to harm self or others.
 - Physical assault is occurring, for example:
 - minor—spitting, hitting, fighting, etc.
 - major—attempt to murder, etc.
 - Major destruction of property is occurring or threatened (*arson, explosives, etc.*)
- ☹ Report to Human Resources any injuries; kidnapped- or missing- people; who are involved; where the incident scene is; and any damages, etc.

Supervisor:

Ensure safety of employees.

Notify Division Head.

Follow-up with threat incident report on the threat during the course of the next working day.

☹ Evacuation

If evacuation is ordered by intermittent alarm and/or public address system, all employees will evacuate the building(s) and assemble in the assigned areas.

- ⌚ Report all threats or incidents of violent behavior, which you and your
- ⌚ co-worker observe or are informed about, to your supervisor(s) who will take the steps necessary to complete a threat incident report as quickly as possible.
- ⌚ Report must include the following information:
 - Name of the threat-maker and his/her relationship to the recipient.
 - Name(s) of the victims or potential victims.
 - When and where the incident occurred.
 - What happened immediately prior to the incident.
 - The specific language of the threat.
 - Any physical conduct that would substantiate an intention to follow through on the threat.
 - How the threat-maker appeared (*physically and emotionally*).
 - Names of others who were directly involved and any actions they took.
 - How the incident ended.
 - Names of witnesses.
 - What happened to the threat-maker after the incident?
 - What happened to the other employees directly involved after the incident.
 - Names of any supervisory staff involved and how they responded.
 - What event(s) triggered the incident.
 - Any history leading up to the incident.
 - The steps which have been taken to ensure that the threat will not be carried out.
 - Suggestions for preventing workplace violence in the future.

Personal Conduct to Minimize Violence

Do:

- Project calmness – move and speak slowly, quietly, and confidently.
- Be an empathetic listener – encourage the person to talk and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture. Position yourself at a right angle rather than directly in front of the other person.
- Acknowledge the person's feelings. Indicate that you can see he/she is upset.
- Ask for small, specific favors, such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics, which will give the person time to calm down. For example, offer a drink of water (*in a disposable cup*).
- Be reassuring and point out choices. Break big problems into smaller, more manageable problems.

- Accept criticism in a positive way. When a complaint might be true, use statements like, “You’re probably right” or “It was my fault.” If the criticism seems unwarranted, ask clarifying questions.
- Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you.
- Arrange yourself so that a visitor cannot block your access to an exit.

Do Not:

- Do not use styles of communication which generate hostility, such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules, or giving the run-around.
- Do not reject all of a client’s demands from the start.
- Do not pose in challenging stances such as standing directly opposite someone, hands on hips, or crossing your arms. Avoid any physical contact, finger-pointing, or long periods of fixed eye contact.
- Do not make sudden movements which can be seen as threatening. Notice the tone, volume, and rate of your speech.
- Do not challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Do not criticize or act impatiently toward the agitated individual.
- Do not attempt to bargain with a threatening individual.
- Do not try to make the situation seem less serious than it is.
- Do not make false statements or promises you cannot keep.
- Do not try to impart a lot of technical or complicated information when emotions are high.
- Do not take sides or agree with distortions.
- Do not invade the individual’s personal space. Allow a space of 3’ to 6’ between you and the person.

Visitors in the Building

Any employee noticing strange, suspicious, or uncertain behavior from a visitor and feels that the person does not belong in the building will:

- Ask the person, “How may I help you?”
- If the person cannot or refuses to be helped, notify your supervisor for help. Do not let the suspicious person wander through the building unattended.
- Supervisor will assign additional personnel to assist the employee escorting the visitor and will call the State Patrol.
- Give the names of the personnel escorting the visitor and, if possible, a description of visitor and escorts to the State Patrol.

Evacuation Routes and Assembly Areas

NDOT Central Complex: (1400, 1500, and 1600 Buildings)

5001 S 14th Street Complex (The Hill)

Aeronautics: 3431 Aviation Rd, Ste 150

Intermittent alarm means employees will leave the building.

- ⌚ All employees are responsible to be familiar with the emergency exit routes for those parts of the buildings they frequent.
- ⌚ Employees will assemble in those areas in the parking lots by the floor and building they work in. Employees shall report to their supervisor.
- ⌚ All employees will ensure that visitors in their area are evacuated during an emergency.

1400 West Building

- All personnel in the building will assemble in Area “F” north parking lot.

1500 Center Building

- Highway Safety and Photogrammetry personnel will assemble in Area “B” east parking lot.
- Third floor and all other personnel located in the basement will assemble in Area “D” north parking lot.
- First and second floor personnel will assemble in Area “E” north parking lot.
- Director, Deputy-Directors and staff, and Human Resources will assemble in Area “C” circle parking lot in the grass.

1600 East Building

- All personnel will assemble in Area “A” east parking lot.
- Do not use elevators. Power may be off when fire alarm is sounding.
- Diagrams are available on pages 20 and 21 showing the assembly areas for all the complex buildings.

Division Head duties:

- ⌚ Familiarize employees with the Emergency Evacuation Plan and Medical Emergency Plan.
- ⌚ Ensure all division personnel are evacuated and accounted for.
- ⌚ Designate monitors to evacuate all areas under their control and assist physically-challenged persons during an emergency.
- ⌚ Report employee status to the Director in the circle parking lot or to the Director’s Office.

Intermittent alarm, public announcement (PA), or vocalized warning to evacuate the building:

- ⌚ All employees are responsible to be familiar with the emergency exit routes for those parts of the building they frequent.
- ⌚ Employees will assemble in those areas in the parking lots or areas assigned to them by the building they work in.
- ⌚ Employees shall report to their supervisor.
- ⌚ All employees will ensure that visitors in their area are evacuated during an emergency.

5001 S 14th Street Complex (The Hill)

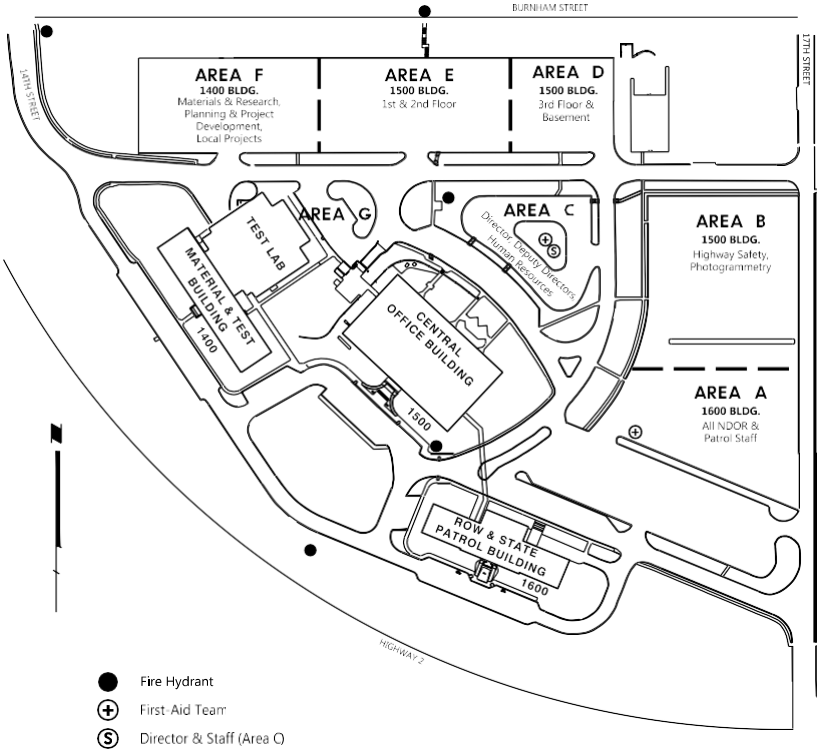
- Main Building (Bldg. 101) will assemble in the lot on the west side of the building.
- Electronics and Traffic Counter Repair Shop will assemble near the Equipment Storage Area.
- Survey Building (Bldg. 00113) will assemble near the dock on the north side of the building.
- Carpenter Shop, Surplus Property, Bridge Inspection, Bridge Drilling, and the Milling Crew will assemble in the Surplus Sale Lot.

Division head responsibilities:

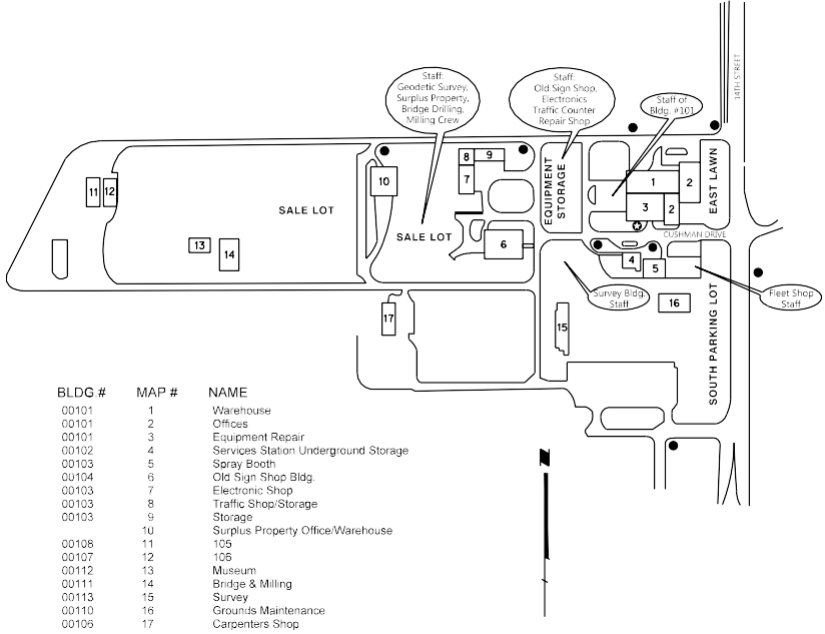
- ⌚ Familiarize employees with the Emergency Evacuation Plan and Medical Emergency Plan.
- ⌚ Ensure all division personnel are evacuated and accounted for.
- ⌚ Designate monitors to evacuate all areas under their control and assist physically-challenged persons during an emergency.

Note: First-Aid Team members should not be designated monitors.

Central Complex (1400, 1500, 1600 Buildings) Evacuation Plan



5001 S 14th Street Complex (The Hill) Evacuation Plan



● Fire Hydrant/Sprinkler System

Procedures for Power Outage

In the event a power outage occurs, follow these steps, unless directed differently by Facility Maintenance.

- ⌚ Remain calm and stay where you are.
- ⌚ Instructions will be announced on what to do over the PA. If it is isolated only in your area, dial Facilities Maintenance and report the following:
 - Nature of the emergency.
 - Exact location.
 - Your name.
 - Any other relevant information.
- ⌚ Follow the instructions of the person in charge.
- ⌚ Remain calm and standby to assist if required.
- ⌚ Prepare to evacuate. **Do not** use elevators if evacuation is warranted.
- ⌚ **Do not** light candles or other type of flame for lighting.
- ⌚ If required to prevent electrical damage, unplug machines and portable heating devices.

Laboratory personnel should suspend and/or secure all experiments or activities, which may be dangerous without power or when power is abruptly restored.

When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. Open windows and doors. Clean up spills, store chemicals and close containers if possible.

Electrical/Light Failure

Natural lighting in the DOR buildings may not provide sufficient illumination in walking and work areas or offices for walking.

DOR buildings are equipped with emergency lighting for purpose of assisting individuals in safely exiting the building.

Elevator Failure

In the event of elevator failure, follow the steps below for any emergencies:

- ⌚ If you become trapped in an elevator, use the elevator emergency telephone to notify Facility Maintenance.
- ⌚ If there is not a telephone available within the elevator, activate the emergency alarm located on the front control panel that will alert others for help.
- ⌚ Periodically, yell for help if none of the above options appears to be effective. If you discover an elevator that is not working or discover someone trapped in an elevator, call Facilities Maintenance immediately.

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Revised July 2021