



Emergency Preparedness and Disaster Recovery Plan

Approved September 22, 2015

MEDICAL EMERGENCIES

DO the following for both staff and visitors:

- Provide as much common sense first aid as you are capable.
- Call the Oswald Visitor Center Receptionist at 612-301-7587 on the phone or Base 3 on the 2-way radio. The Receptionist will call a Supervisor and/or 911.
- If you do not have a phone or radio, send someone for help.

Reporting for visitors:

- If possible, do not let the person leave until they have given information to the Receptionist or Supervisor for an Accident Report. At the very least, get the person's name, phone number and address.

Reporting for staff members:

- Employee or supervisor must complete online 1st Report of Injury found at <http://it.umn.edu/first-report-injury-reporting>.

DO NOT attempt to do the following:

- Do not transport visitors to the hospital in University or private vehicles.
- Do not attempt to give medical aid if you have had no training.
- Do not move severely injured people unless their life is in imminent danger.
- Do not administer medication. However, if they have a medication and seem coherent and instruct you to help, do so.
- Do not discuss liability or insinuate that the University of Minnesota or Minnesota Landscape Arboretum will accept liability.

The nearest hospital is the Two-Twelve Medical Center in Chaska, 952-361-2447, 111 Hundertmark Road, Chaska, MN. Directions are:

- Turn right onto Hwy 5
- Turn right onto 41 South for 3.1 miles
- Turn left onto Hundertmark Road
- Two-Twelve Medical Center is on the right

Remember: Staff and volunteers should not transport visitors to a hospital.

WEATHER EMERGENCIES

Weather radios are located at the Oswald Visitor Center Information Desk and at the Gatehouse. The Receptionist will notify staff of severe weather warnings. Although it is the Arboretum's responsibility to inform visitors of the potential for severe weather and direct them to and urge them to take shelter, visitors may leave the premises.

TORNADOES

- If you hear a warning, take shelter immediately.
- Seek shelter inside if at all possible.
- If in the open, move away from a tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e. a ditch, ravine, etc.) and away from trees.

Designated Inside Shelter Areas

- Oswald Visitor Center: South and west corridors outside the MacMillan Auditorium and the Loading Dock area.
- Snyder Building: The best shelter at the Arboretum is in the basement of the Snyder Building. Avoid the Auditorium, Library, Fireplace Room, Lobby, Tearoom and glass areas.
- Learning Center: Move to the central corridor area.
- The Shop, Greenhouse Buildings and the steel sheds are not safe shelters.

LIGHTNING

- Get away from metallic items (i.e. wire fences, clotheslines, tractors, bicycles, motorcycles, etc.)
- Avoid tall, isolated trees or other "natural" lightning rods.
- Avoid projecting above the surrounding landscape (i.e. on a hilltop, open field, etc.).
- Do not run into open areas.
- If you are isolated in an open area, crouch down on your hands and knees. Do not lie flat on the ground.
- Get into a car or building ASAP.

SEVERE LOW TEMPERATURES, BLIZZARDS OR EMERGENCY CLOSINGS

Generally, the Arboretum closes when the University of Minnesota closes. However, due to the remote location of the Arboretum and its distance from the University main campus, there are instances when the Arboretum may close and the University will remain open or vice versa. The responsibility for closing the Arboretum generally rests with the Director. The order of decision-making to close the Arboretum is:

- Director, Dr. Ed Schneider
- Director of Operations and Research, Mr. Peter Moe
- Manager of Retail Operations and Visitor Services, Mr. David Matteson
- Horticulture Manager, Mr. Thomas Brinda
- Landscape Maintenance Supervisor, Mr. Steven Van Natta
- Weekend Supervisor (Varies)

FIRE

If you see a fire or smoke:

- Alert and/or remove anyone in immediate danger.
- Pull the nearest fire alarm.
- Vacate the building.
- Call 911 and indicate you are calling from the Arboretum. Report the building you are in and the location and type of fire if known.
- Alert the Oswald Visitor Center Receptionist (in person or by calling 612-301-7587) of the fire, its location and that you have called 911. The Receptionist will alert the Gatehouse staff and the Building Supervisor. The Supervisor will be dispatched to the fire location.

LOST CHILD, PARENT OR VISITOR

Ask where the child, parent or visitor was last seen, get a description of the person and contact the Oswald Visitor Center Receptionist at 612-301-7587, who will relay the information to staff. When a child is reported missing, grounds personnel are instructed to stop work and help search. When the missing person is located, the Gate Attendant and Oswald Visitor Center Receptionist should be informed as soon as possible.

ONE SPOKESPERSON FOR THE MEDIA

In an emergency situation, there should be one spokesperson for the Arboretum when communicating with the media. Staff and volunteers who are approached by members of the media in a crisis situation should refer that person to the Arboretum spokesperson for all questions and comments. Following is a list of Arboretum personnel - in order of priority and depending upon availability - who will serve as spokesperson for the Arboretum during a crisis:

- Public Relations Manager, Ms. Judy Hohmann
- Director, Dr. Ed Schneider
- Director of Retail Operations and Visitor Services, Mr. David Matteson
- Director of Operations and Research, Mr. Peter Moe
- Director of Development and Membership, Mr. Frank Molek
- Director of Education and Master Gardeners, Mr. Tim Kenny

The Oswald Visitor Center Receptionist will know how to contact these personnel.

BUILDING AND GROUNDS EVACUATION

This plan has been prepared to ensure orderly and complete evacuation of the Minnesota Landscape Arboretum grounds and Visitor Center Buildings whenever a serious emergency occurs or alarms sound.

The primary objectives of this plan are to ensure that:

- Everyone leaves the Arboretum safely.
- A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
- Building occupants are accounted for after an emergency evacuation.
- Personnel are selected, among building occupants, with functions to ensure plan objectives are met.

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate the Arboretum:

- fire
- explosion
- bomb threats
- release of hazardous chemical substances, in quantities or toxicity, which threaten human health (evacuation will be chemical-dependent)
- building air contamination
- active shooter
- biohazard or communicable disease

The following are emergencies for which it will be necessary to seek shelter in the building's designated shelter:

- severe weather
- release of hazardous chemical substances, in quantities or toxicity, which threaten human health (evacuation will be chemical-dependent)

The plan will be updated and exercised by conducting evacuation drills at least annually. The plan will be revised by members of the Arboretum emergency plan committee, which is comprised of staff who have volunteered to participate in the planning process.

GENERAL BUILDING EVACUATION PROCEDURES

- At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points away from the building.

- Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein and leave the building along with all other occupants.
- Faculty and instructors are responsible for dismissing their classes, and directing students to leave the building by the nearest exit upon hearing the building alarm or being notified of an emergency.
- Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.
- Contract workers will be made familiar with the procedures outlined herein and are expected to leave the building when the alarm sounds.

SPECIFIC BUILDING EVACUATION INSTRUCTIONS

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes in session must be dismissed and students directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Representative at the assembly point to be checked off as having evacuated safely. Report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the “ALL CLEAR” signal. Silencing the alarm doesn’t mean the emergency is over.

NEVER ENDANGER YOUR PERSONAL SAFETY!

BUILDING-SPECIFIC INFORMATION

Every building should have at least one shelter designated for severe weather or other emergency which would require sheltering in place.

Emergency Coordinators

The primary Emergency Evacuation Coordinator and alternate for both buildings (Oswald Visitor Center and Snyder Building) are listed below. In the event the primary coordinator is not available during an emergency, the alternate coordinators will assume responsibility in the order in which they appear and carry out their duties as described in this plan.

Coordinator Status	Emergency Coordinator	Office Phone	Cell Phone	Email Address
Primary	Dan Miller	612-301-1252	612-202-6839	Mille414@umn.edu
Alternate	Jan Malysza	612-301-1272	NA	Malys001@umn.edu

Designated Shelters and Evacuation Assembly Points

Shelter locations and evacuation assembly points for the building are designated below. When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the building are designated below.

Building	Floor #	Safe Rooms	Evacuation Assembly Points
Oswald Visitor Center	All floors	South and west corridors outside MacMillan Auditorium; Loading dock area inside double doors.	
Snyder Building	All floors	Basement corridors; Under the Snyder Auditorium [AVOID the Auditorium, Library, Fireplace Room, Lobby, Tearoom and glass areas.]	

See attached "Evacuation Assembly Points Map" showing location of all building assigned assembly points.