

CAPITOL BUILDING EMERGENCY HANDBOOK



SAFETY IS EVERYBODY'S BUSINESS



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EMERGENCY TELEPHONE NUMBERS

Office of Disaster Services	281-3231	(D&N)*
Bureau of Criminal Investigation ..	281-5138	(D&N)
Fire Marshal	281-5821	(D)
	281-3561	(N)
General Services	281-3196	(D)
Public Safety Communications ...	281-3561	(D&N)
Des Moines Fire Department	244-3212	(D&N)
Des Moines Police Department ...	283-4811	(D&N)
Capitol First Aid Room	281-5266	(D)
Ambulance	225-8811	(D&N)

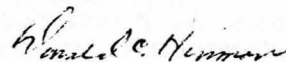
*D - Daytime Workweek

*N - Nights, Weekends and Holidays

PREFACE

This emergency booklet has been prepared at the request of Governor Ray by the Office of Disaster Services in cooperation with the Department of General Services, and the State Fire Marshal's Office. The objective is to provide officials and employees working in this building with a source of emergency information. Please become familiar with the correct actions you must take for each type of emergency listed herein. Your safety and well-being are of paramount importance.

If you have questions concerning any of the data in the emergency booklet, please direct your queries to the Office of Disaster Services, 281-3231.



DONALD C. HINMAN
STATE DIRECTOR
OFFICE OF DISASTER SERVICES

FIRE

THE FIRE SIGNAL IS ——— A CONTINUOUS BELL

A. If you discover a fire, take the following actions:

- (1) Go to the nearest fire alarm box within the building and sound the alarm.
- (2) Close all windows in your area.
- (3) Avoid crowding or undue haste. Descend stairs with special care. Walk — do not run or hesitate.
- (4) Do not use elevators in evacuating the building.
- (5) Follow the RED ARROWS, as indicated in your floor diagram, AWAY from the source of fire TO YOUR NEAREST EXIT.
- (6) Personnel exiting from WEST side of Capitol will CROSS EAST 9th ST., and form on STATE GROUNDS.
- (7) Personnel exiting from NORTH side of Capitol will CROSS GRAND AVE. and form within the PARKING AREAS of JOB SERVICES and HISTORICAL BUILDINGS.
- (8) Personnel exiting from EAST side of Capitol will form within the NORTH PARKING AREA of the ROBERT LUCAS STATE OFFICE BUILDING.
- (9) Personnel exiting from SOUTH side of Capitol will CROSS WALNUT STREET and form on the STATE GROUNDS.

B. General Instructions

- (1) Supervisors with handicapped personnel will be responsible for the safe evacuation of these persons.
- (2) All employees should know the location of the nearest fire extinguisher and how to operate the extinguisher. Small fires can be extinguished. Do not delay evacuation in attempting to extinguish an uncontrollable fire.

- (3) Evacuees should remain in their designated assembly areas until additional information is supplied by personnel of the Department of General Services or State Fire Marshal. Additional information may include when the building may be re-entered, further relocation instructions, or Executive Council guidance regarding dismissal.

TORNADO

THE TORNADO SIGNAL IS ——— A STEADY BLAST ON HORNS

A. If you hear the tornado signal, take the following actions:

- (1) When descending stairs, observe special care. Avoid crowding or undue haste. Walk - do not run or hesitate.
- (2) Do not use elevators to reach lower floors.
- (3) Follow the GREEN ARROWS, as indicated in your floor diagram, to your assigned area of protection.
- (4) BEST AREAS OF PROTECTION are as follows:
 - (a) Personnel on GROUND FLOOR (basement) move into the CORRIDORS.
 - (b) Personnel on FIRST FLOOR move into the GROUND FLOOR (basement).
 - (c) Personnel on SECOND and THIRD FLOORS move into the CORRIDORS of the GROUND FLOOR.
 - (d) Personnel on all floors may as an option use the Capitol to Lucas tunnel during working hours.

B. General Instructions

- (1) REMAIN IN YOUR ASSIGNED AREA UNTIL ADVISED TO LEAVE. Do not expect an all-clear

signal. An all-clear must be disseminated by word of mouth.

- (2) STAY AWAY FROM GLASS IN WINDOWS AND DOORS AND THE IMMEDIATE DOME AREA.
- (3) Maintain an awareness for electrical fires and escaping gas. Do not smoke.
- (4) Supervisors with handicapped personnel will be responsible for insuring these personnel safely reach the assigned area of protection.
- (5) Department heads and responsible officials should be familiar with the procedures outlined in the State Government Bomb Threat and tornado Operations Plan.

ENEMY ATTACK

THE SIGNAL FOR ENEMY ATTACK IS ——— A 120 PULSE PER MINUTE BLAST ON HORNS.

A. *If you hear the enemy attack signal, take the following actions:*

- (1) When descending stairs, observe special care. Avoid crowding or undue haste. Walk - do not run or hesitate.
- (2) Do not use elevators to reach lower floors.
- (3) Follow the GREEN ARROWS, as indicated in your floor diagram, to your assigned area of protection. The protected areas utilized for enemy attack are the same areas designated for tornado use. Maximum utilization, however, should be made of the Capitol to Lucas tunnel and the Capital sub-basement.

B. *General Instructions*

- (1) Remain in your assigned area and await further instructions.
- (2) Supervisors with handicapped personnel will be responsible for insuring these personnel safely reach the assigned area of protection.

BOMB THREAT

THERE IS NO SIGNAL FOR A BOMB THREAT. YOUR IMMEDIATE SUPERVISOR WILL PROVIDE THE NOTIFICATION AND SUBSEQUENT DIRECTIONS.

A. *Upon notification of a bomb treat, take the following actions:*

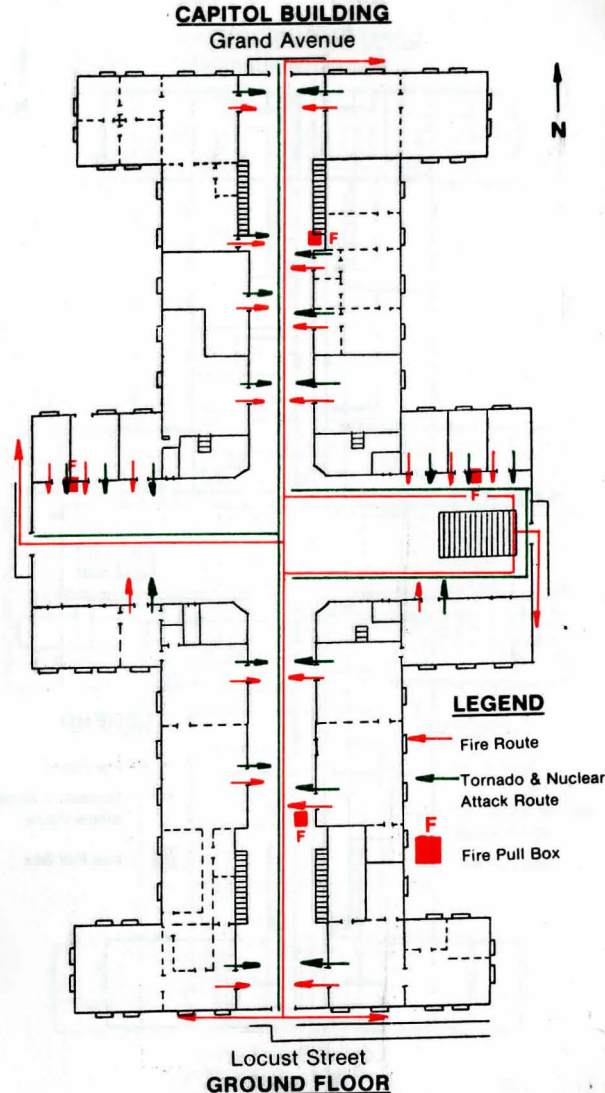
- (1) Conduct a search of your immediate working area. Searches should be concluded in a maximum of 10 minutes.
- (2) When your area is cleared, inform your supervisor.
- (3) Should a readily identified bomb or suspect package be located, immediately notify your supervisor, who in turn should notify the Office of Disaster Services, 281-3231. Never touch or move a suspect package.
- (5) Should evacuation be directed, follow the RED ARROWS on your floor diagram and exit the building as you would for fire.
- (6) Go to your fire assembly areas outside the building and await further instructions.

B. *General Instructions*

- (1) Each department and division should prepare a search plan assigning specific areas to search, e.g.,

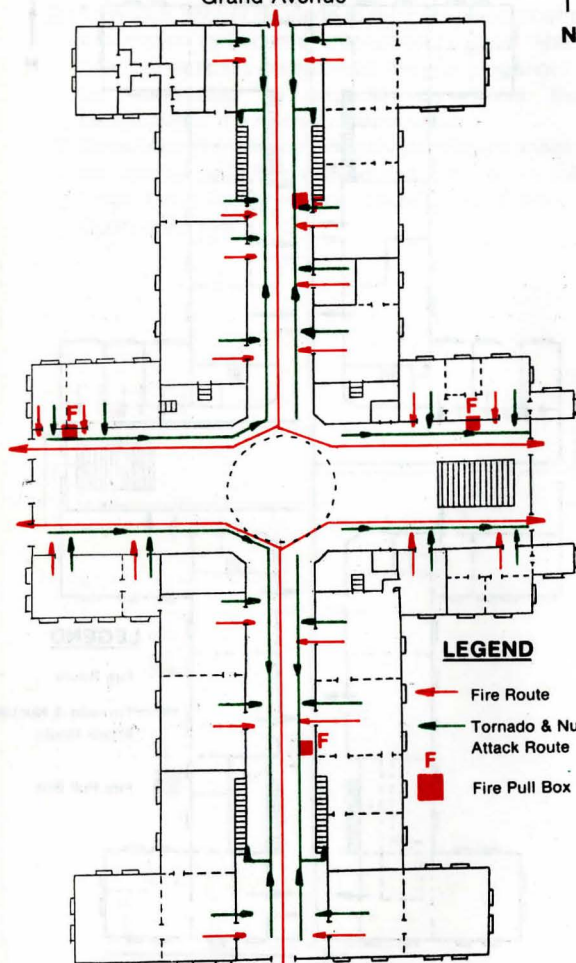
corridors, restrooms, lounges, work area, etc.

- (2) Provision should be made to relocate persons who are known to become unreasonably upset when bomb threat calls are received. Preplanning should be conducted to expeditiously move the handicapped if evacuation is necessary.
- (3) Department heads and responsible officials should be familiar with the procedures outlined in the State Government Bomb Threat and Tornado Operations Plan.



CAPITOL BUILDING

Grand Avenue



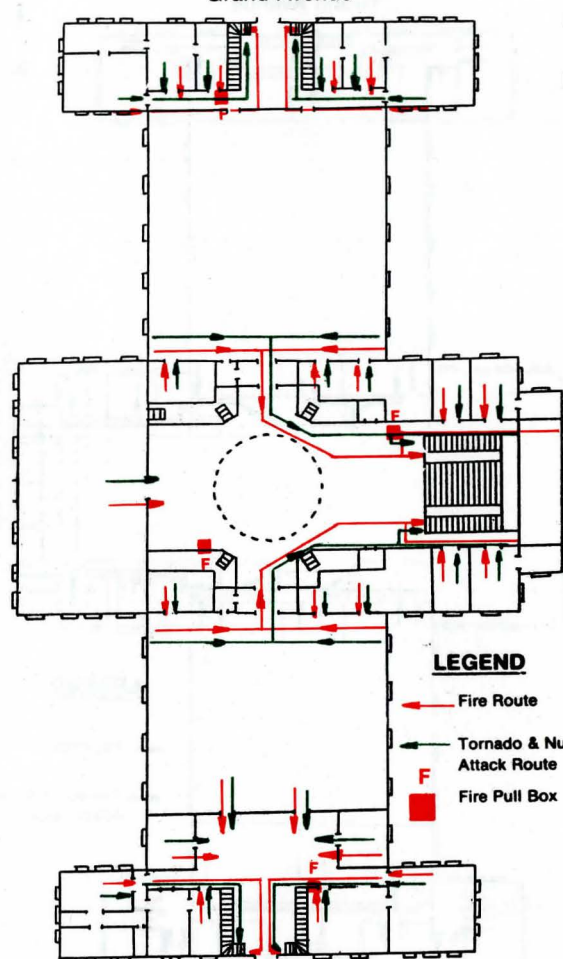
LEGEND

- Fire Route
- Tornado & Nuclear Attack Route
- F Fire Pull Box

Locust Street
FIRST FLOOR

CAPITOL BUILDING

Grand Avenue



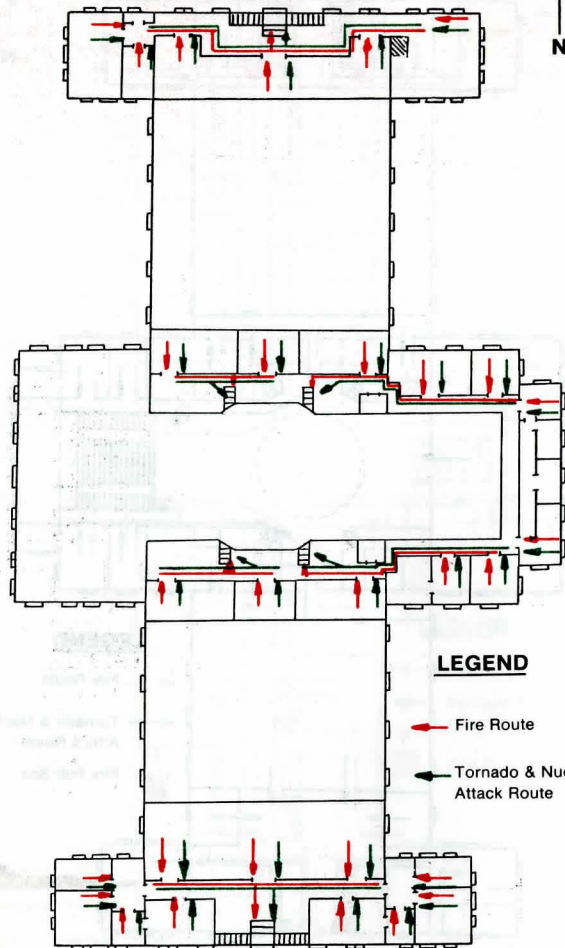
LEGEND

- Fire Route
- Tornado & Nuclear Attack Route
- F Fire Pull Box

Locust Street
SECOND FLOOR

CAPITOL BUILDING

Grand Avenue



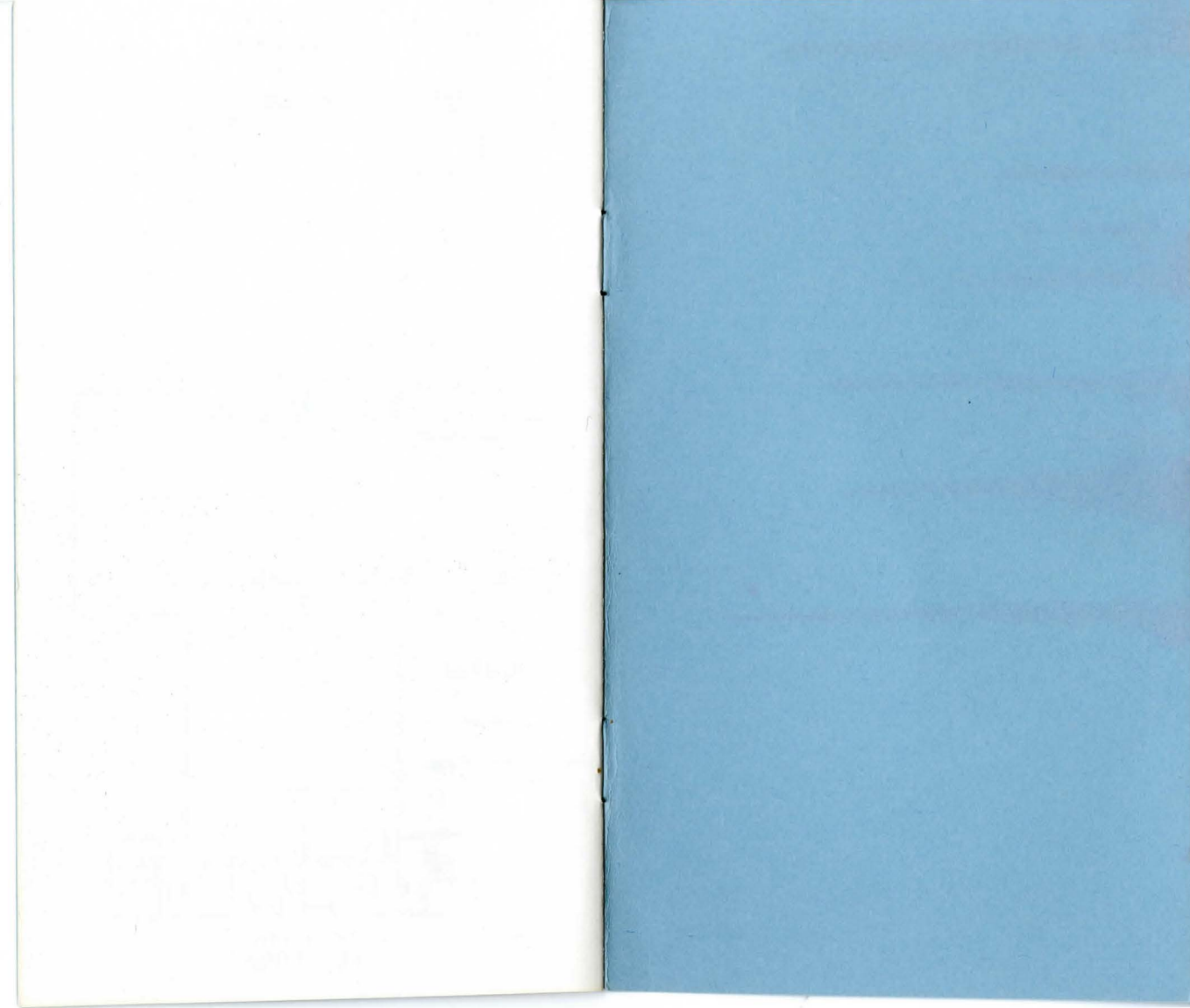
LEGEND

— Fire Route

— Tornado & Nuclear
Attack Route

Locust Street

THIRD FLOOR



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