

03 - 0426

Minnesota

# Emergency Medical Services Regulatory Board

Affirmative Action Plan

2002-2004

2829 University Avenue S.E., Suite 310  
Minneapolis, Minnesota 55414

This document can be made available upon request in alternative formats such as large print, Braille, or on audiotape, by calling 612-627-6000 or contact through TTY Relay (800) 627-3529.

request may file an appeal with the Executive Director, within a reasonable period of time.

If the individual believes the decision violates the policy against nondiscrimination, s/he may file a complaint internally through the agency's complaint procedure.

### **Supported Work**

The EMSRB will review vacant positions and assess the current workload and needs of the office, to determine if job tasks might be performed by a supported employment worker(s). If appropriate, a list of supported worker candidates will be requested from DOER. The EMSRB will work with the State ADA/Disability Coordinator to recruit and hire individuals for supported employment if such a position is created.

### **Weather Emergencies**

A copy of the official weather emergency memorandum is included in this plan. All employees will be notified, as outlined in this memorandum. All hearing-impaired employees will receive notification, if at work, by the supervisor or designated backup staff in the case of an emergency. If the employee is not at work and an emergency is called, the supervisor will contact the Minnesota Relay Service at (800) 627-3526 to inform the employee of the emergency.

### **Building Evacuation**

All EMSRB employees will receive a copy of the University Park Plaza tenant handbook, which contains the building evacuation procedure. The building management holds yearly fire and severe weather drills.

In the event of a fire or other emergency, alarms will sound and strobe lights will flash in the office area. At that time employees should evacuate the building using either stairwell. Elevators must not be used. Employees with mobility impairments will be assigned an "assistant" who will aid in the evacuation process.

**Do**

- Close office doors as you leave.
- Exit via the nearest stairwell.
- Keep talking to a minimum.
- Use handrails in stairwells.
- Listen for instructions and follow them.
- Be ready to merge with others evacuating the building.
- Watch out for emergency personnel.
- Keep calm.
- Once outdoors, move as far away from the building as possible.

**Do Not**

- Go to the elevators; they will not be in operation.
- Return for belongings once you have left your area.
- Run or create panic.
- Return to building until the "all clear" is given.



