MINNEAPOLIS CITY HALL/HENNEPIN COUNTY COURTHOUSE SECURITY TRAINING

Presented by:
Mark Pearson - Municipal Building Commission
Art Thomas - City of Minneapolis Security
Tom Miller - City of Minneapolis Emergency Mgmt
Christine McPherson - Minneapolis Emergency Communications Center (MECC)
Minneapolis Police/Hennepin County Sheriff
TRAINING OUTLINE

1: Restricted Access Policy
   Designates the MBC as the appropriate authority to restrict access to the City Hall/Courthouse, including situations that pose a threat.

2: Building Use Rules
   Building Use Rules have been enacted to guide conduct in the public space of the City Hall/Courthouse, to ensure that events held within the building are conducted in a manner that protects the security of building occupants, while also ensuring public access.

3: Swift-Reach Notification System
   Employee Emergency Notification System

   The Emergency Procedures manual will assist employees in determining how to respond to a variety of emergency events, from an Active Shooter to a Building Lockdown.

5: Unified Response Plan
   A law enforcement document created in joint cooperation between Minneapolis Police and Hennepin County Sheriff on a coordinated response to a hostile threat event. We will show and discuss the Run, Hide, Fight Video.
OVERALL TRAINING OBJECTIVES

Become familiar with Building Use policies and rules
Become familiar with Swift-Reach and how it works
Become familiar with Security Emergency Procedures and learn how to react to keep yourself safe in the event of an emergency.
Watch and Discuss the Run, Hide, Fight Video and discuss expectations during an emergency law enforcement event.
Minneapolis City Hall/Hennepin County Courthouse Restricted Access Policy

Purpose:
The purpose of this policy is to designate the Appropriate Authority to Restrict Access to the Minneapolis City Hall/Hennepin County Courthouse.

Pursuant to §383B.751, the Municipal Building Commission (MBC) is responsible for the entire care and control of the Minneapolis City Hall/Hennepin County Courthouse facility. The MBC Board therefore has the authority to establish hours of operation for the facility and to restrict access to the Minneapolis City Hall/Hennepin County Courthouse facility including for situations that pose a threat to public safety.

The Minneapolis City Hall/Courthouse facility is a public building, open to the public Monday through Friday, 6:00 am – 6:00 pm (except holidays).

In the absence of a duly authorized meeting of the MBC Board, the Director of the MBC or his/her delegate, upon consultation with the Board Chair, has the authority to restrict access to the building during the regular building hours, for critical security related situations after consultation with law enforcement, and for non-critical situations that pose a serious risk to the health, safety or security of the building or its occupants. In the absence of the Board Chair, the MBC Director will consult with the Board Vice Chair. The Director or his/her delegate shall keep MBC Board members informed at all times.
Building Use Rules are designed to guide conduct in public space and ensure that events are conducted in a manner that protects the safety and security of occupants and assets, while ensuring public access.

The City Hall/Courthouse Building Rules are consistent with other public building use rules.

If you observe a rules violation or conduct that you feel is interrupting city/county business, please report it to the Security Operations Center at (612) 348-5111.
MINNEAPOLIS CITY HALL/HENNEPIN COUNTY COURTHOUSE
BUILDING USE RULES

Purpose:
The purpose of these rules is to guide conduct in the public space of the Minneapolis City
Hall/Hennepin County Courthouse facility, to ensure that events held within the building are
conducted in a manner that protects the health, safety, and security of occupants and building
assets, allows for the orderly conduct of government business, while also ensuring public access
and the public’s right to assemble.

For the purposes of these rules, public space is defined as that space within the Minneapolis
City Hall/Hennepin County Courthouse facility and grounds that is not assigned to any
department, including but not limited to:

• The 4th Street main rotunda area near the Father of Waters statue.
• Hallways, lobbies, plazas, stairwells, public restrooms, and common corridors.
• Council Chambers during official meetings.

These rules are in accordance with Minnesota Statute 624.72 subd. 3, and the Municipal
Building Commission (MBC) 1970 Board Resolution, which authorizes the MBC to place
reasonable rules on behaviors to ensure the public’s free and lawful access to these MBC
controlled-spaces.

1. The Minneapolis City Hall/Hennepin County Courthouse is a public building open
   Monday through Friday, 6:00 am- 6:00 pm (Except Holidays.)

2. Use of public space is limited to safe and orderly activities that serve a legitimate public
   purpose.

3. All public uses must comply with all applicable laws, rules and regulations. An individual
   or group may not interfere with city/county business, employees, clients or visitors, or
   obstruct the free flow of traffic. Interference includes generating disruptive noise and
   intimidating behavior.

4. There is a separate policy for private events approved by the MBC.
What is Not Allowed by the Public at the Minneapolis City Hall/Hennepin County Courthouse:

1. Conduct that violates Minneapolis City ordinance or Minnesota State law
2. Storing unattended personal property, items or possessions
3. Using alcohol or other controlled substances
4. Driving or parking an automobile on the sidewalks
5. Climbing on the statues, railings, staircase banisters or other building art
6. Remaining in the building after closing
7. Sleeping or camping
8. Smoking
9. Littering
10. Possessing a dangerous weapon, ammunition or explosives
11. Putting up tents, tarps or similar structures
12. Affixing, draping, or holding posters, banners or any visual props on or over permanent structures including but not limited to balconies, rotunda railings, and balcony stairs
13. The use of sticks or poles in the building
14. The use of a bullhorn or other similar device used for sound amplification that is disruptive to the orderly conduct of business
15. Gas, propane and charcoal grills; other open flame devices; fires; and flammable or explosive fuel generators
16. Defacing the building or structure, including writing words or drawing with chalk or other materials
17. All other conduct, equipment, or materials hazardous to public safety or that could result in damage to Minneapolis City Hall/Hennepin Courthouse property
18. Per Minnesota Supreme Court ruling, photography in any courtroom or area where courtrooms are located without permission from the Court
SWIFTREACH NOTIFICATION SYSTEM
Employee Emergency Notification System that uses existing employee HRIS/COMET information to alert you in the event of an emergency.

Allows us to notify hundreds of employees within minutes.

Sends out employee email, desk phone, work cell phone text/voicemail and optional personal cell phone text/voicemail messages to alert employees of an emergency event.

Authority to issue a SwiftReach notification comes from law enforcement, MECC supervisors and the MBC Board/Director or designee.

Notifications will go out to law enforcement first; After confirmation of an emergency, subsequent notifications will go out to building tenants. All-clear notifications will be sent out for each event after the incident has been resolved.

Provides information on how the employee should respond.
City’s SwiftReach Notification System is the primary system for notifying employees of an emergency within the building.

5 events requiring activation of swift reach include:

- Building lockdown
- Building lockout
- Shelter-in-place
- • violent intruder/active shooter
- • building evacuation

For each of those 5 events, two basic messages will be communicated:

- Lockdown In-Place OR evacuate the building
The security emergency procedures plan will be distributed to employees and used for training.

The document will be posted on the MBC website at www.municipalbuildingcommission.org.
► **Lockdown** - “Lockdown is a temporary sheltering technique used to limit exposure of building occupants to an imminent hazard or threat. When “locking down,” building occupants will shelter inside a room and prevent access from the outside.”

► **Lockout** - “A hazardous material or dangerous person/event is taking place outside the building and the exterior doors are locked to prevent that threat from coming inside.”

► **Shelter-In-Place** - “Shelter-in-Place is a procedure where the entire building population is moved to a single or multiple location(s) in a building.”

► **Building Evacuation** - “A dangerous event inside the building or immediate area that requires a full or partial building evacuation.”

► **Active Shooter/Violent Intruder** - “An individual or group who possess the means, proximity and intent to inflict great bodily harm against others.”
PROCEDURES- HOW SHOULD I RESPOND?

**Lockdown** - When there is an immediate threat to building occupants

► Could be physical, chemical or general threat
► Instructed to either Shelter-In-Place or evacuate based upon threat
► If told to evacuate - follow evacuation instructions
► If told to shelter - go to nearest lockable space and secure self/assist others
► Barricade door and remain quiet until “All Clear” signal is given
► Do not leave if not safe to do so
► When law enforcement arrives - remain calm, remove all items from hands and keep them visible, avoid sudden movements and follow instructions of law enforcement.
PROCEDURES- HOW SHOULD I RESPOND?

**Lockout**- Prevents outside threat from entering the building.

► All exterior doors are locked and the entrances are monitored

► Allows the occupants of the building to continue normal business functions while preventing unauthorized personnel from entering

► Card Readers *may continue to work* as normal and employees in non-affected areas of the building *may continue to come and go*, depending upon the situation.

► A Facility Lockout may only lock a certain set of doors closest to the emergency event, while leaving other facility doors unlocked and available for employees and guests to use.
PROCEDURES - HOW SHOULD I RESPOND?

**SHELTER-IN-PLACE** - A procedure where the entire building population is moved to a single or multiple location(s) in a building.

**RESPONSE TO SHELTER-IN-PLACE FOR A VIOLENT EVENT:**
- The SwiftReach Notification System will be activated. Employees should perform a Lockdown Shelter-In-Place and personal assessment on how to further respond using the Run, Hide, Fight model, if not instructed by law enforcement differently.

**RESPONSE TO SHELTER-IN-PLACE FOR SEVERE WEATHER OR OTHER HAZARDS**
- Stay inside your building, Close all windows andImmediately go to designated shelter area
- DO NOT exit the building until you receive an “all clear” from emergency personnel.
**PROC EDURES- HOW SHOULD I RESPOND?**

**BUILDING EVACUATION** - An evacuation is implemented when it is no longer safe to remain in a specific area of the building

- Usually refers to a fire alarm but could be used for other incidents

- This requires occupants to move out and away from the building to a designated area of refuge

- Follow the established evacuation plan
Active Shooter/Violent Intruder. An individual or group who possesses the means, proximity and intent to inflict great bodily harm against others.

- Intruder may have specific targets or the violence may be random.
- Active Shooter/Violent Intruder situation usually results in a Facility Lockdown.
- Law Enforcement will have primary authority
- If faced with a violent intruder incident; Follow the recognized principles of: RUN/HIDE/FIGHT.
PRINCIPLES OF RUN, HIDE, FIGHT

**RUN** - To escape or when the intruder is in the vicinity
- If you can escape safely, LEAVE
- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Prevent others from entering an area where the intruder may be
- Keep your hands visible - Call 911 and then Security at (612) 348-5111 when you are safe
HIDE - If evacuation is not possible; find a place to hide
- Lock and barricade the door
- Silence your phone, including the vibrate feature
- Hide behind larger objects if possible
- Remain very quiet and do not leave until directed by law enforcement
- Your hiding place should:
  • Be out of the intruder’s view
  • Provide protection if shots are fired your direction
  • Do Not trap or restrict your options for movement
PRINCIPLES OF RUN, HIDE, FIGHT

**FIGHT** - AS A LAST RESORT, and only if your life is in danger

- Attempt to incapacitate the intruder
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the intruder
- Commit to your actions
ADDITIONAL TRAINING RESOURCES

- Options for consideration- Active Shooter- a video by Department of Homeland Security- [options](#)

- Hennepin County Sheriff’s Office- Run, Hide, Fight Video- [http://www.youtube.com/watch?v=atpXVsYGHtg](http://www.youtube.com/watch?v=atpXVsYGHtg)

- Federal Emergency Management Agency- Independent Study Course
  [FEMA - Emergency Management Institute (EMI) Course | IS-906: Workplace Security Awareness](#)

- Federal Emergency Management Agency- Independent Study Course
ADDITIONAL TRAINING RESOURCES

QUICK REFERENCE GUIDE

FACILITY LOCKDOWN: VIOLENT INTRUDER

Example: An Intruder is in the building
Stay in your office area/floor. Lock exterior doors. Remain quiet. Wait until emergency personnel give all clear.

If you experience a violent intruder:

RUN
Have an escape route and plan. Leave your belongings.

HIDE
If evacuation is not possible, lock and/or barricade the door. Silence your cell phone. Hide behind large objects. Remain quiet. Do not leave until directed by law enforcement.

FIGHT — last resort
Attempt to incapacitate the intruder. Be physically aggressive. Improwise weapons. Commit to your actions.

When police respond, keep your hands raised and visible. Remain calm and follow instructions.

FACILITY LOCKOUT

Example: A hazardous material or dangerous person/event is taking place outside the building
Stay inside the building.

HAZARDOUS WEATHER

Check national Weather Service alerts. Stay away from windows. Adjust travel plans, as needed. Seek shelter in area of refuge, if necessary.

SHELTER IN PLACE

Follow direction of building security. Could pertain to any hazardous event.

BUILDING EVACUATION

Leave your work area immediately. Follow your office’s evacuation plan. Help others who need assistance.

FIRE

Overhead alarm/strobe light notifications
Leave your work area immediately. Follow your office’s evacuation plan. Help others who need assistance.

Phone/email notifications
You will receive all emergency information via written or voice messages on your desk phone, cell phone or via email. The icons you will see on your county desk phone correlate with the icons on this guide. Messages include:

Pole Mounts

Call Building Security: 612-348-5111

IF YOU EXPERIENCE:

Fire
Medical emergency
Bomb threat
Suspicious package or person
Disturbance
Any other emergency

Staff will quickly respond to the incident and notify appropriate emergency personnel. The Security Operations Center is available 24/7 for all emergencies and security services.

If you would like to become a floor monitor and assist during emergencies or drills, contact MBC Security at 612-596-9337.
Active Shooter Pocket Guide

Download at: http://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf

**HOW TO RESPOND**

**WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

1. Evacuate
   - Have an escape route and plan in mind
   - Leave your belongings behind
   - Keep your hands visible

2. Hide Out
   - Hide in an area out of the shooter’s view
   - Block entry to your hiding place and lock the doors
   - Silence your cell phone and/or pager

3. Take Action
   - As a last resort and only when your life is in imminent danger
   - Attempt to incapacitate the shooter
   - Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

**HOW TO RESPOND**

**WHEN LAW ENFORCEMENT ARRIVES**

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

**INFORMATION**

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location
Final Summary

- Municipal Building Commission and its partners have adopted a Restricted Access Policy and Building Use Rules for the City Hall/Courthouse.
- The Swift Reach Emergency Notification System will be used to alert employees in the event of an emergency.
- Municipal Building Commission and its partners have developed a Security Procedures Manual that will assist employees in knowing how to react to an emergency event.
- All of the above documents are available on the Municipal Building Commission website for further review at www.municipalbuildingcommission.org.
- Additional training resources are available - Employees are encouraged to visit these sites and participate in additional online learning.

THANK YOU FOR PARTICIPATING