

# Know your building evacuation procedures

## Minneapolis City Hall

### Know what to do in an emergency

Emergencies happen. You may hear a building alarm or get a phone, email or text message telling you to evacuate the building or seek shelter. As an employee, it is your responsibility to follow through when asked to take action. If you need help to evacuate, get a “buddy” to assist you.

### If told to evacuate the building

Leave the building using nearest stairwell or street level exit. Go to an evacuation assembly points (see diagram).

1. North Assembly Point, Federal Building Plaza
2. South Assembly Point, HC Govt Center Plaza

Note: Cross the street at marked crosswalks.

Mobility-impaired persons should be assisted to designated waiting areas, and reported to Security. If in danger, they may be evacuated from the building by the Fire Department.

### If told to seek immediate shelter

Stay in the building and go to interior hallways or other designated shelter areas.

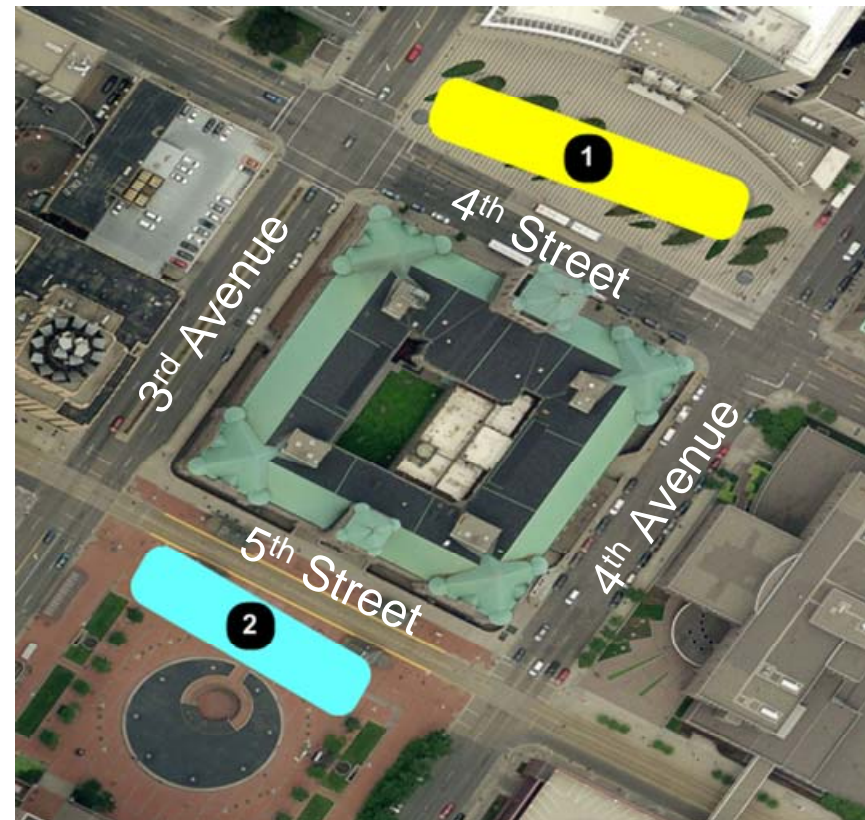
### In all emergencies

Do not use elevators.

Assist visitors to a place of safety.

Follow directions given by the building alarm system, Floor Monitors, Security, Sheriff, Police and Fire Department.

**To report an emergency, call HC Security at 612-348-5111**



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Hennepin County  
Property Services Department

**SAFETY IS EVERYONE'S BUSINESS**