

Emergency Procedures and Floor Monitor Duties for Minneapolis City Hall



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Hennepin County

Property Services

Workplace Safety and Environmental Division

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Learning Objectives

- Building Emergency Procedures
- Duties of Emergency Floor Monitors
- Principles of safe evacuation
- Response to Fire/Emergency Evacuation
- Response to severe weather notification
- Finding additional resources
- Questions?



Why do I need this training?



EMERGENCIES HAPPEN.

Getting information out to employees quickly can help save lives when moments count, which is why Hennepin County has a variety of ways to inform employees about emergencies, including building alarm systems, phone messages, emails and text messages.

General Emergency Procedures



As an employee, it is your responsibility to follow through when asked to take action. In most situations, you'll be asked to either seek immediate shelter or evacuate.

Evacuate the building.

Incidents that may prompt an evacuation include fire, bomb threats or utility disruption (e.g. power outage).

For fire-related evacuation, there will be alarms-and-strobe-light notifications sounding throughout the building. Leave your work area immediately.

For non-fire evacuations, you may be informed by audio announcement, email, phone or text message. Follow the evacuation instructions to exit and move to a safe area away from the building. Stay there until you are notified that it is safe to return to work.

Be prepared. Learn your evacuation route and know at least two ways to get out of your work area without using elevators.

Seek immediate shelter.

Incidents that may prompt you to seek shelter include severe weather, such as a tornado warning, or a disruption in the building (e.g. workplace violence incident). You may be informed to seek shelter by audio announcement, email, phone or text message.

Remain in the building and stay away from windows.



Go to a safe shelter area, which may include:

- Interior hallways
- Enclosed conference rooms
- Stairwells

Be prepared. Learn where the safe shelter areas are in your building – look for the highlighted yellow areas on evacuation maps or Severe Weather Shelter Area signs.

Do you need assistance during an emergency?

If you have a medical condition, you may need someone to help you quickly evacuate. Ask a colleague if he or she is willing to be your assigned buddy during an emergency.

KNOW WHEN TO CALL BUILDING SECURITY — 612-348-5111

Call immediately if there is a:

- fire
- medical emergency
- bomb threat
- suspicious package or person
- disturbance
- chemical spill

Security will respond to the incident and notify appropriate emergency personnel.

If you call Security, be ready to provide:

- Location (what floor? what room?)
- Type of event

Important tips

- Avoid non-crisis related phone calls to Security.
- Follow directions of Security staff or emergency personnel.
- Assist all visitors to a place of safety.

For more information on safety procedures, go to HCNet and click on "Health & Safety" and "Emergency Procedures."

Call HC Security - 612-348-5111

Site-specific Emergency Procedures

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 enclosed 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 and areas marked by Severe Weather Shelter signs.

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



Minneapolis County
Property Services Department

SAFETY IS EVERYONE'S BUSINESS

Floor Monitor Duties



As a Floor Monitor, we expect you to:

- ❑ Attend training sessions and share info with co-workers.
- ❑ Maintain Floor Monitor equipment (cap/flashlight).
- ❑ Know evacuation routes and “protect-in-place” areas.
- ❑ Know and practice alternate evacuation routes.
- ❑ Check for hazards or barriers to safe evacuation.
- ❑ Meet with other Floor Monitors and distribute duties.
- ❑ Participate in drills and show leadership in emergencies.
- ❑ Provide feedback to Security following drills and alarms.
- ❑ Report potential problems and emergencies to HC Security Operations Center (SOC) at **612-348-5111**.

Principles of Safe Evacuation

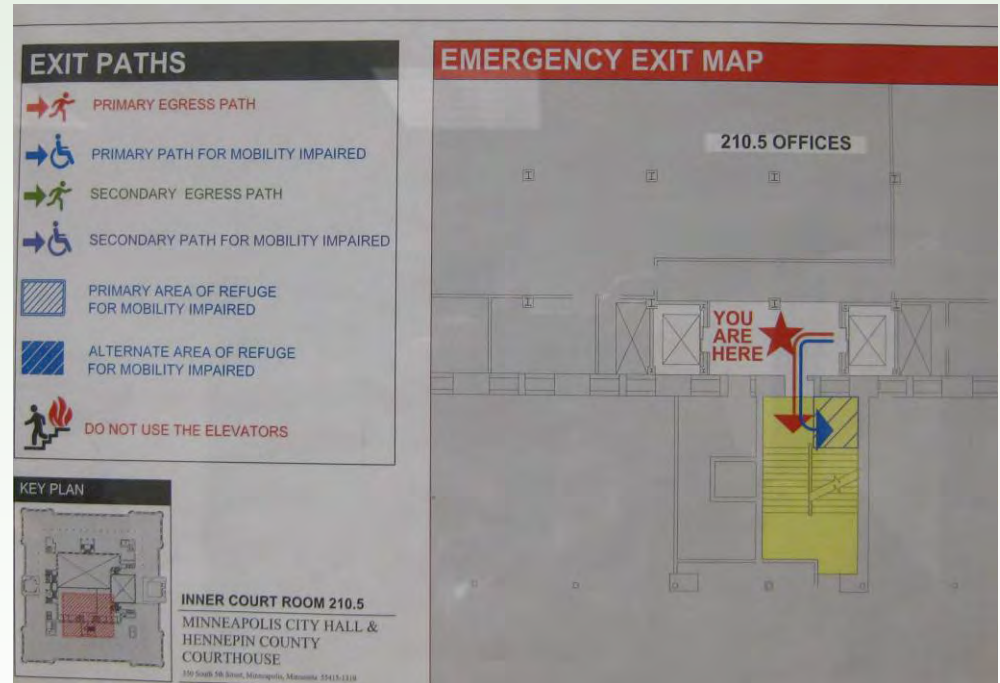
Have an exit plan

Maintain exits as:

- ▶ Well marked
- ▶ Well lighted
- ▶ Unobstructed

Offer training and
practice drills

Know at least two exits
out of your area



Primary Evacuation Routes



Minneapolis City Hall and Courthouse Fire Emergency Plan Primary Evacuation Route

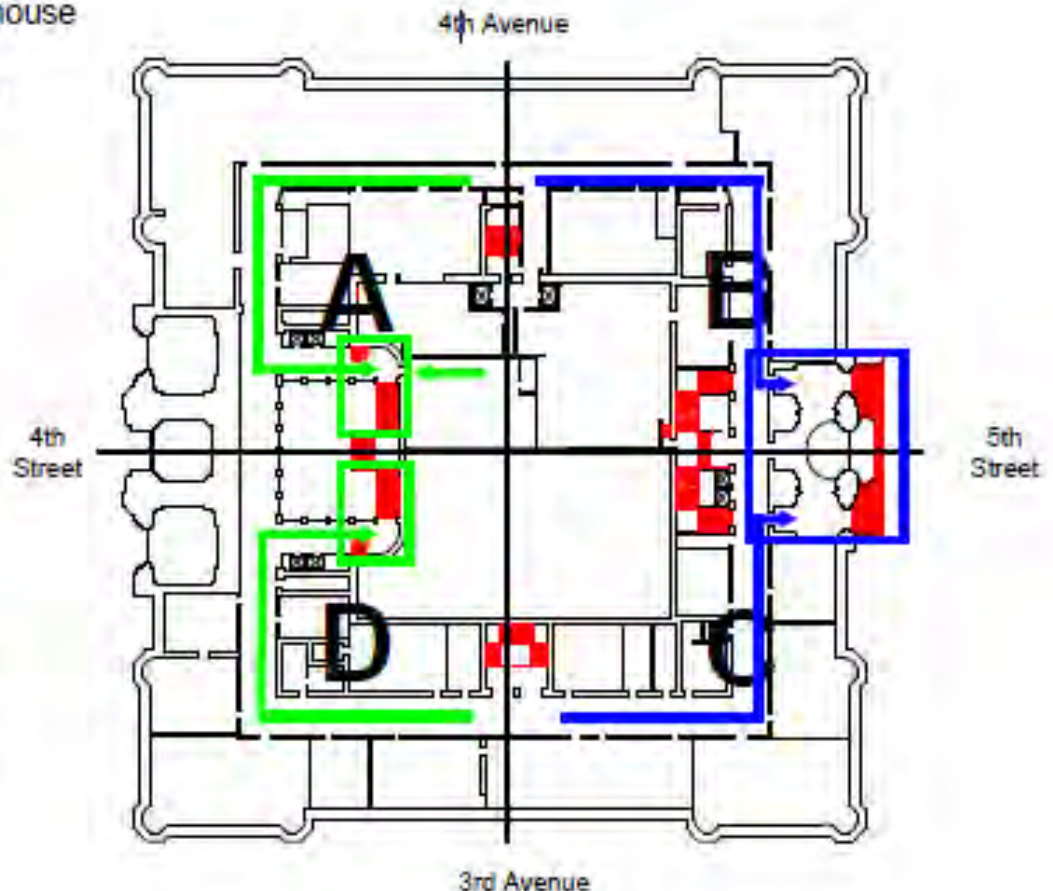
First Floor

Primary Evacuation Route, Sectors A & D

- Follow the green arrow to the Rotunda stairwells located next to the elevators.
- Take stairwell down to Ground Floor and exit the building through the East vestibule of the 4th Street exit/entrance door. *Please keep the Center and West vestibules clear for Fire Department personnel.*
- Sectors A & D proceed to the "Safe Place" located in the U.S. Federal Courthouse courtyard.
- Report to Area Monitor and wait for all clear.

Primary Evacuation Route, Sectors B & C

- Follow the blue arrow to the 5th Street exit/entrance doors across from the elevators.
- Sectors B & C proceed to the "Safe Place" located in the Government Center courtyard.
- Report to Area Monitor and wait for all clear.



Alternate Evacuation Routes



Minneapolis City Hall and Courthouse Fire Emergency Plan Alternate Evacuation Route

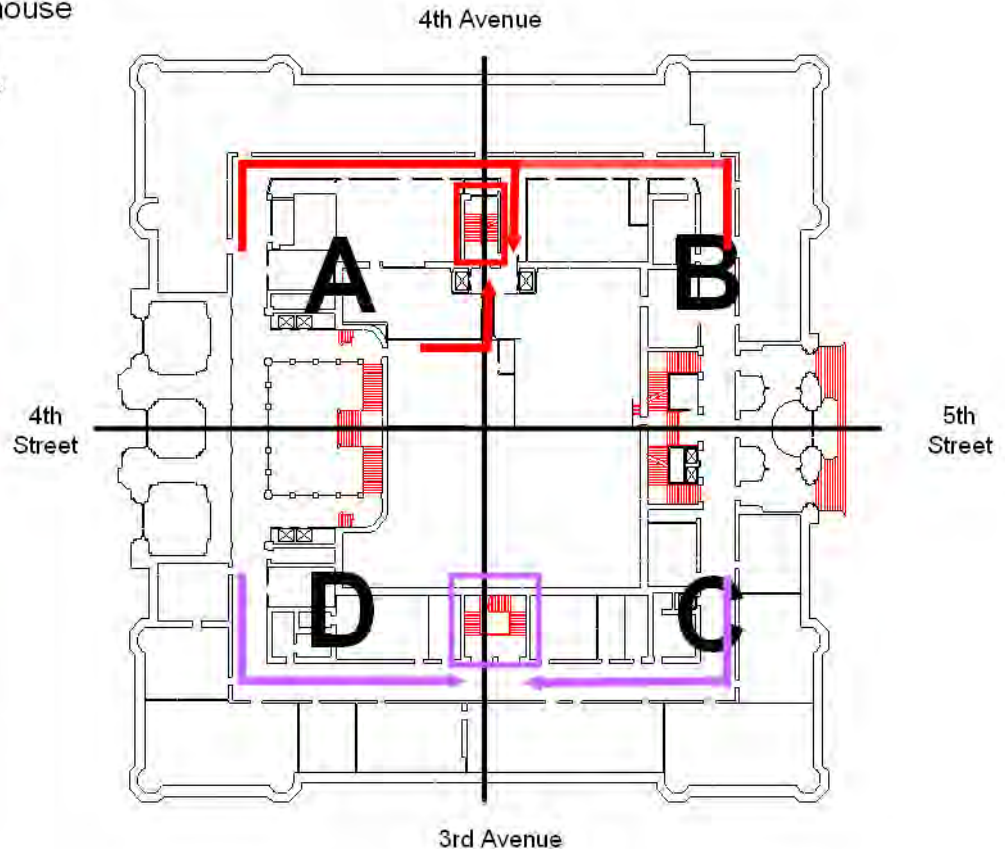
First Floor

Alternate Evacuation Route, Sectors A & B

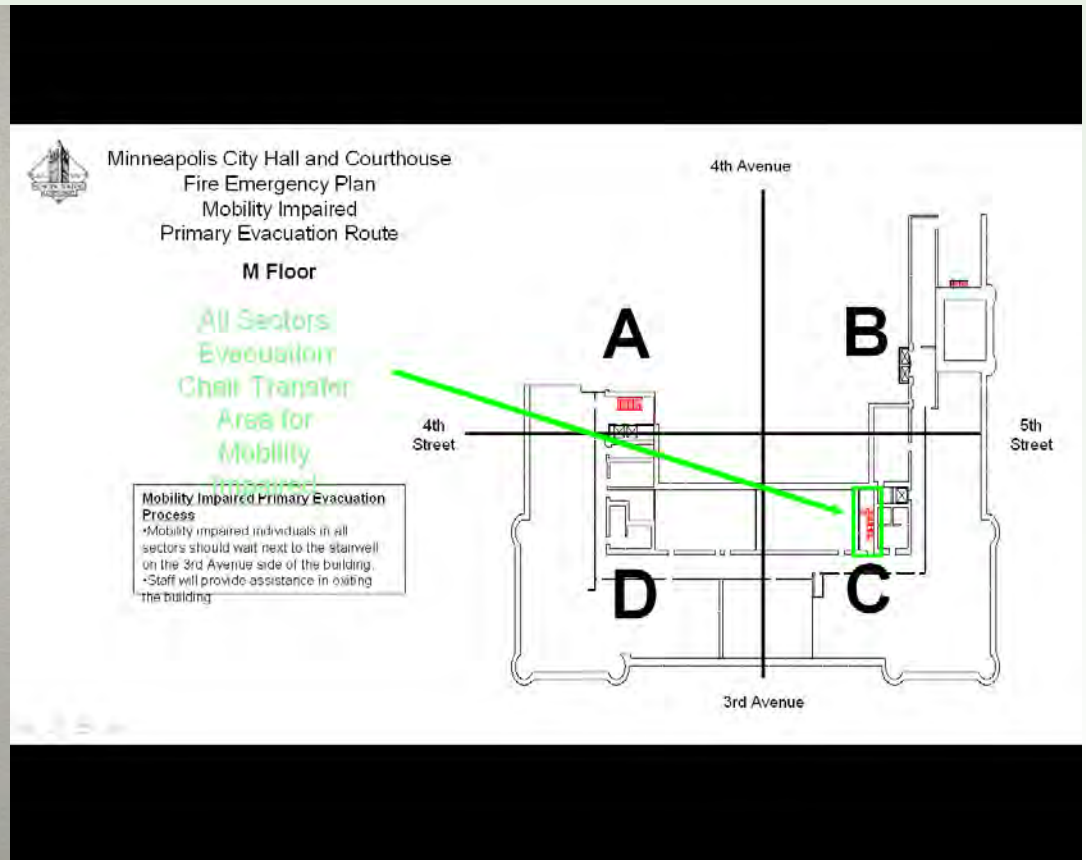
- Follow the red arrow to the stairwell located next to the Interior Court elevators.
- Take stairwell down to Ground Floor and exit the building through the 4th Avenue exit/entrance.
- Sector A proceed to the "Safe Place" located in the U.S. Federal Courthouse courtyard.
- Sector B proceed to the "Safe Place" located in the Government Center courtyard.
- Report to Area Monitor and wait for all clear.

Alternate Evacuation Route, Sectors D & C

- Follow the purple arrow to the 3rd Avenue stairwell across from Room 123.
- Take stairwell down to Ground Floor and exit the building through the 3rd Avenue exit/entrance.
- Sector C proceed to the "Safe Place" located in the Government Center courtyard.
- Sector D proceed to the "Safe Place" located in the U.S. Federal Courthouse courtyard.
- Report to Area Monitor and wait for all clear.



Mobility Impaired Evacuation Routes



On the day of the fire drill...

Observe fire alarms, strobes and message.

Put on high-visibility cap, bring flashlight.

Sweep work area, give co-workers and visitors directions to leave.

Direct people to primary evacuation routes.

Direct those with mobility impairments to protect-in-place areas.

Proceed outside and gather at North and South Assembly Points

When exiting building, "Go left or right, cross at the light!"

Be firm, request that all persons leave.

Report anyone remaining to Security.

Wait at Assembly Point for ALL CLEAR.

Provide feedback to Security, MBC and Workplace Safety after drill.



Assembly Points



- Go to Assembly Point, stay clear of emergency response operations.
- Monitors check in with MBC staff at Assembly Point to give report.
- Wait for the ALL CLEAR before returning to building.

Evaluating Fire Drills

Following each fire drill, our response, procedures, equipment, and other issues will be addressed. A Fire Drill evaluation form will be filled out by Security, with MBC and Floor Monitors' input.

HENNEPIN COUNTY PROPERTY SERVICES FIRE EVACUATION EVALUATION

Instructions: Building Security, Facilities and Safety personnel should use this form to evaluate each fire evacuation, with Floor Monitors' input. A copy is maintained electronically and onsite for 3 years.

Name of Building: **My building** Evacuation Type: **Fire Drill**

Date: _____ Start Time: _____ End Time: _____ # Minutes to Evacuate: _____

Floor Monitors Responding: _____ # Employees in Building: _____ # PS Staff Responding: _____

<u>Floor Monitor Response</u>	Yes	No
1. Were an adequate number of Floor Monitors available to assist the evacuation?		
2. Did Floor Monitors wear high-visibility garments?		
3. Did Floor Monitors search their area before leaving?		
4. Did Floor Monitors direct employees and visitors to designated evacuation routes?		
5. Did Floor Monitors direct employees and visitors to designated assembly areas?		
6. Did Floor Monitors report their area clear to Building Security/ Facilities staff?		

Comments on Floor Monitor response: **Went great!**

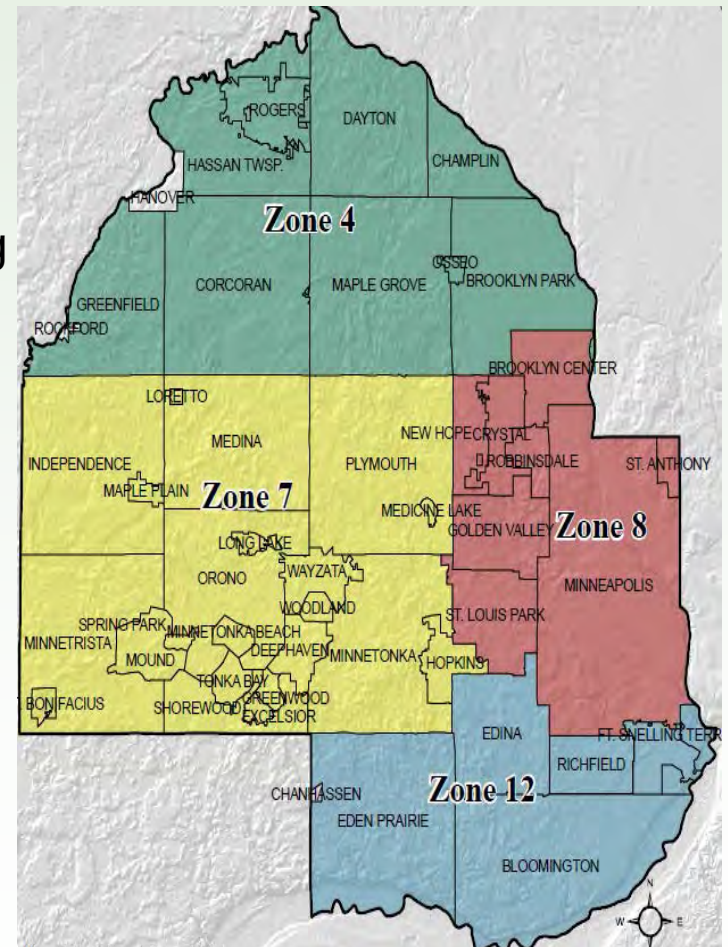
Notification of Severe Weather

National Weather Service issues Watches and Warnings.

HC Sheriff activates outdoor warning sirens – 4 zones in Hennepin County. Outdoor warning sirens are only meant to be heard outside buildings.

HC Security provides notification inside county buildings, using InformaCast to notify employees by phone.

City of Minneapolis provides notification using Swift Reach, CAD, and/or combined building messaging systems.



Responding to Severe Weather



When you get the warning, go to designated Shelter Areas!



Interior rooms without windows



Interior hallways

Severe Weather Shelter Plans

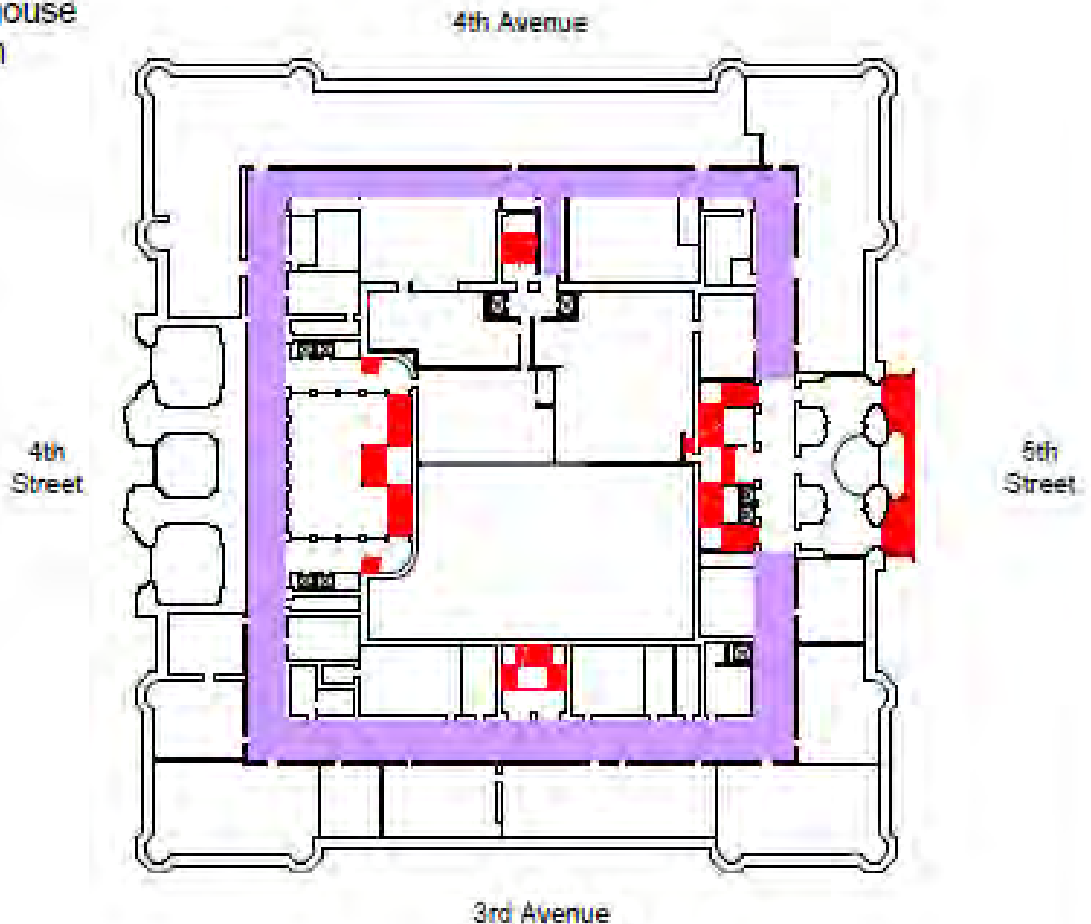


Minneapolis City Hall and Courthouse Severe Weather Safety Plan

First Floor

Severe Weather Safety Plan

- Stay away from windows and glass
- Go immediately to inner corridor (shaded area)
- Report to Area Monitor
- Stand against wall
- Wait for all clear from Area Monitor before going outside or any location other than those designated here



Emergency Information on the Intranet

www.municipalbuildingcommission.org/Fire_Emergency_Primary_Evacuation_Routes.html

MBC CONNECT

HOME | SITEMAP | NEWS & UPDATES | PROJECTS | EVENTS & WEDDINGS | HISTORY | BUILDING INFO | ABOUT THE MBC | **MBC CONNECT**

MBC Services | Emergencies | Meetings & Events | Tenant Notices | Tenant Policies | Elevators | Capital Projects

Minneapolis City Hall & Courthouse > MBC Connect > Emergencies > Emergency Evacuation Routes

Fire Emergency Primary Evacuation Routes
In the event of a fire in the building, please remain calm. Review the fire evacuation routes for your area and listen to your area monitor for further information.

[Basement Floor](#)
[Ground Floor](#)
[First Floor](#)
[Second and 210 1/2 Floor](#)
[Third Floor](#)
[310 1/2 Floor](#)
[Mezzanine Floor](#)

Emergency Procedures

General Emergency Procedures

Emergency Procedures Brochure

Fire, Medical, Severe Weather, Threat, Utility Disruption

Building-specific Emergency Procedures

Building Name	Evacuation Procedures	Floor Monitors	Training
1800 Chicago Ave	Evacuation Procedures	Floor Monitors	Training
701 4th Ave	Evacuation Procedures	Floor Monitors	Training
Brookdale Regional Center	Evacuation Procedures	Floor Monitors	Training
Central Library	Evacuation Procedures	Floor Monitors	Training
Century Plaza	Evacuation Procedures	Floor Monitors	Training
Family Justice Center	Evacuation Procedures	Floor Monitors	Training
Forensic Sciences Building	Evacuation Procedures	Floor Monitors	Training
Government Center	Evacuation Procedures	A Tower, C Tower, PSL & Lower Levels	Training

<https://hcconnect.hennepin.us/PS/wsed/Pages/Emergency.aspx>

In Closing

Questions?



**Thank you for serving as an
Emergency Floor Monitor**