

MINNEAPOLIS CITY HALL/HENNEPIN COUNTY COURTHOUSE SECURITY TRAINING

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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

4: Security Emergency Procedures Manual

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



Minneapolis City Hall/ Hennepin County Courthouse Restricted Access Policy (As approved by the MBC Board on 9-22-2016)

This policy designates the MBC as the appropriate authority to restrict access to the City Hall/Courthouse, including situations that pose a threat to public safety.

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.

City Hall/Courthouse Building Use Rules



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



BUILDING USE RULES

Home

Get the FREE **Swift911™ Mobile**

Alerting

Create Alert Wizard	Quick Alert
Quick Launch	Weather Alert Wizard
Manage Scenario	Launch Scenario
Manage Inbound Hotlines	Reporting

Alert Status

0 active 1 scheduled 5 recent

Messages

Alert of a...
opti...

Quick Launch Scenario let you quickly send an alert using previously created messages and contact lists.

Use the **Messages** section to **Create** and **Manage** all your alert messages and templates.

Message types include seven types of **Voice** messages; Email, Text/SMS, Fax, Pager, Facebook, Twitter, RSS and CAP.

In the **Contacts** section you can create and manage your contact lists as well as create filters based on mapping data. You can also manage your do-not-call lists.

Create Voice
Create Email
Create Text/SMS

System Status

0 notices 38 need recording

- MANAGE MESSAGES
- CREATE VOICE MESSAGE
- CREATE OTHER VOICE MESSAGES ▶
- CREATE FAX MESSAGE
- CREATE EMAIL MESSAGE
- CREATE TEXT/SMS MESSAGE
- CREATE PAGER MESSAGE
- CREATE SYNDICATION MESSAGES ▶
- MANAGE MESSAGE TEMPLATES
- MANAGE CATEGORIES

Contacts

SLIM™

Manage Contacts	SLIM™ Incident Manager
Import Contacts	SLIM™ Info
Mapping	The Swiftreach Lockdown Incident Management section is where you can create and manage incidents utilizing an easy-to-use interface.
Lookup Contacts	Call us or contact support for more information.
	Check out our SLIM video!

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.

SWIFTREACH SUMMARY

SWIFTRREACH EMERGENCY NOTIFICATION

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

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

Lockdown In-Place OR evacuate the building

SECURITY EMERGENCY PROCEDURES PLAN

- ▶ 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

SECURITY EMERGENCY PROCEDURES MANUAL

TERMS/DEFINITIONS

- ▶ 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 and Immediately go to designated shelter area
- DO NOT exit the building until you receive an "all clear" from emergency personnel

PROCEDURES- 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

PROCEDURES- HOW SHOULD I RESPOND?

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

PRINCIPLES OF RUN, HIDE, FIGHT

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>
- ▶ 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
[FEMA - Emergency Management Institute \(EMI\) Course | IS-907: Active Shooter: What You Can Do](#)



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.

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:

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.

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. Improvise 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.



FIRE

Overhead alarm/ strobe light notifications

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

ADDITIONAL TRAINING RESOURCES

QUICK REFERENCE GUIDE

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



**Homeland
Security**

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.

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THANK YOU FOR PARTICIPATING