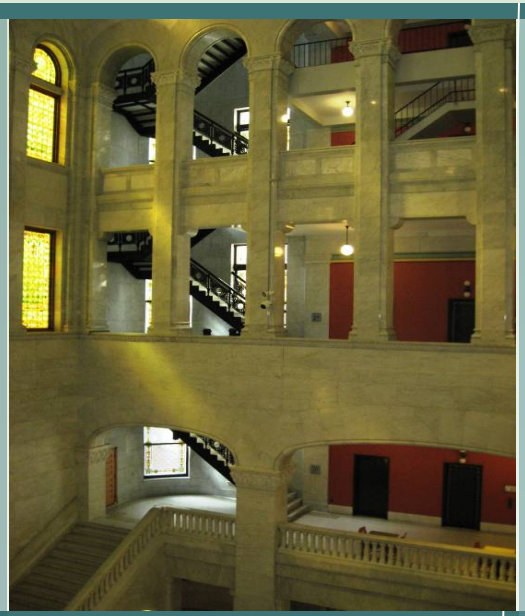
Emergency Procedures and Floor Monitor Duties for Minneapolis City Hall



MUNICIPAL BUILDING COMMISSION

Minneapolis
City of Lakes

Hennepin

Learning Objectives

- Emergency Procedures
- Duties of Emergency Floor Monitors
- Principles of Safe Evacuation
- Response to Fire/Emergency Evacuation
- Response to severe weather notification
- Finding additional resources
- Medical Emergencies / Suspicious Activity
- Questions?





City Hall / Courthouse 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 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

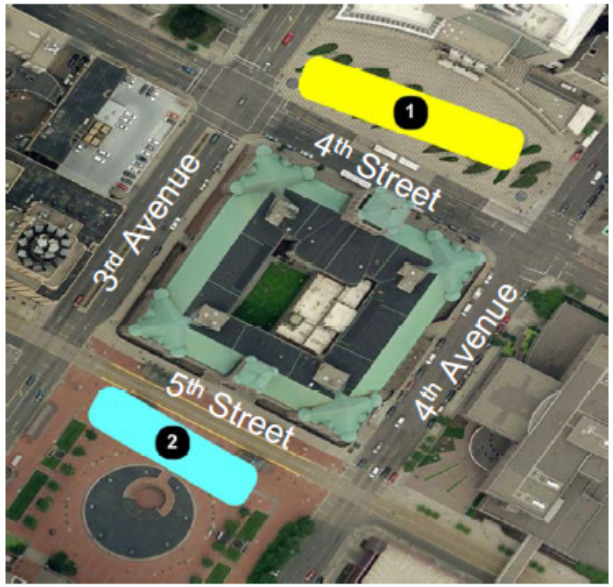
Note: Cross the street at marked crosswalks.

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



(rev. 9/27/11)

Hennepin 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 primary evacuation routes and shelter-in-place plan.
- Know and practice alternate evacuation routes.
- Know and practice mobility impaired evacuation plans.
- 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

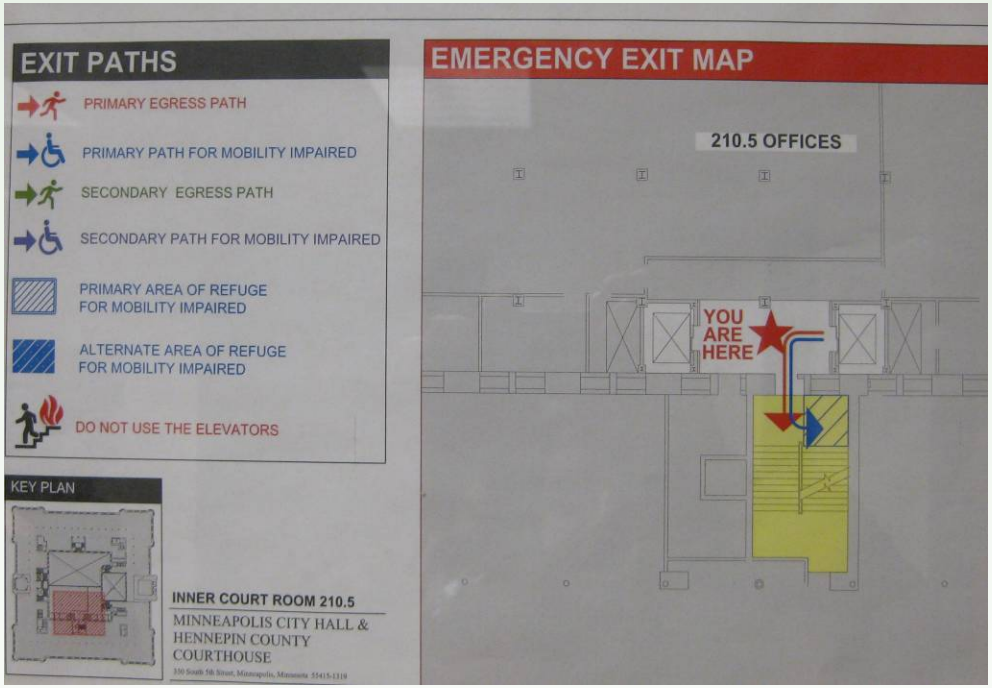
Have an exit plan

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

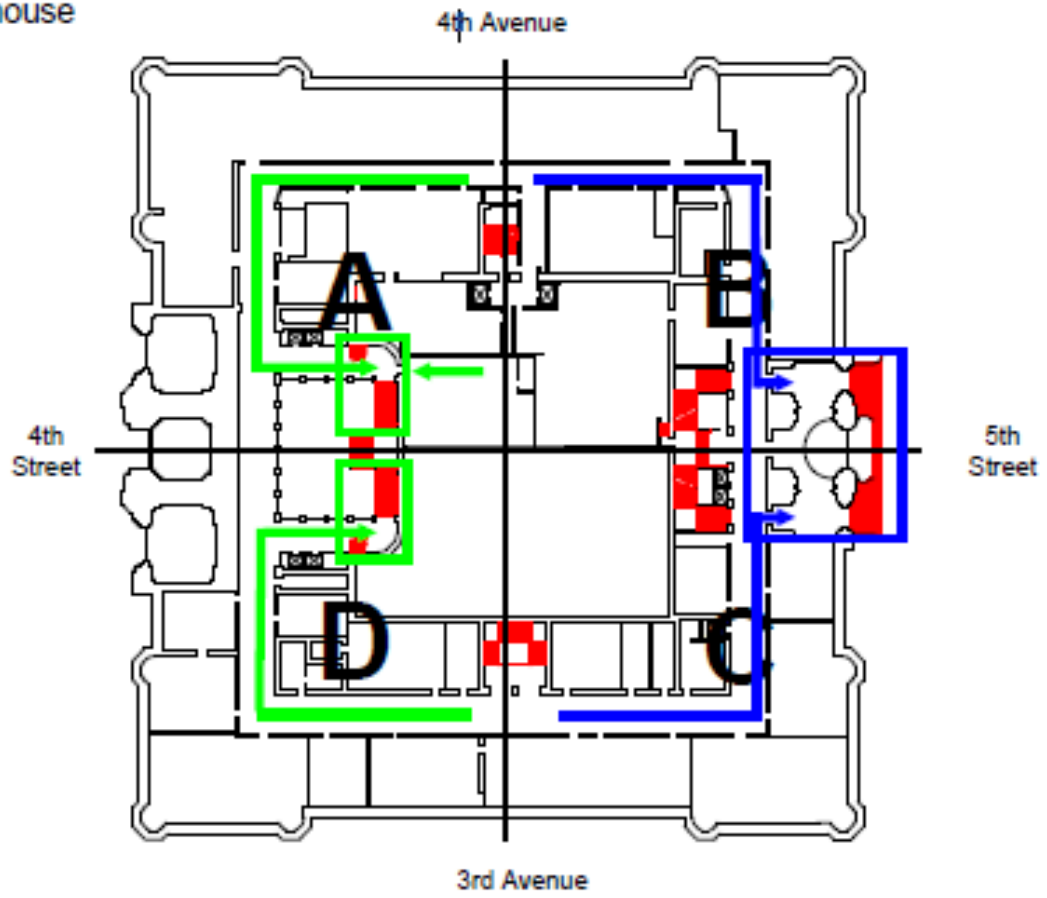
First Floor

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

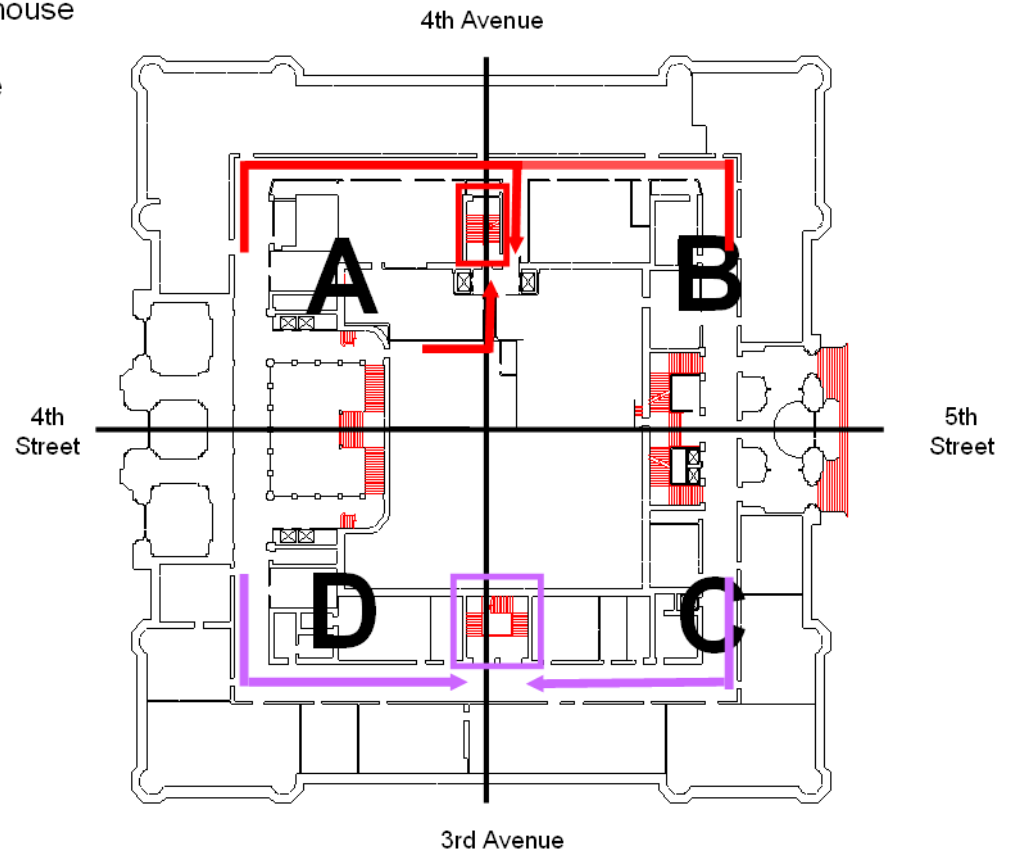
First Floor

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.

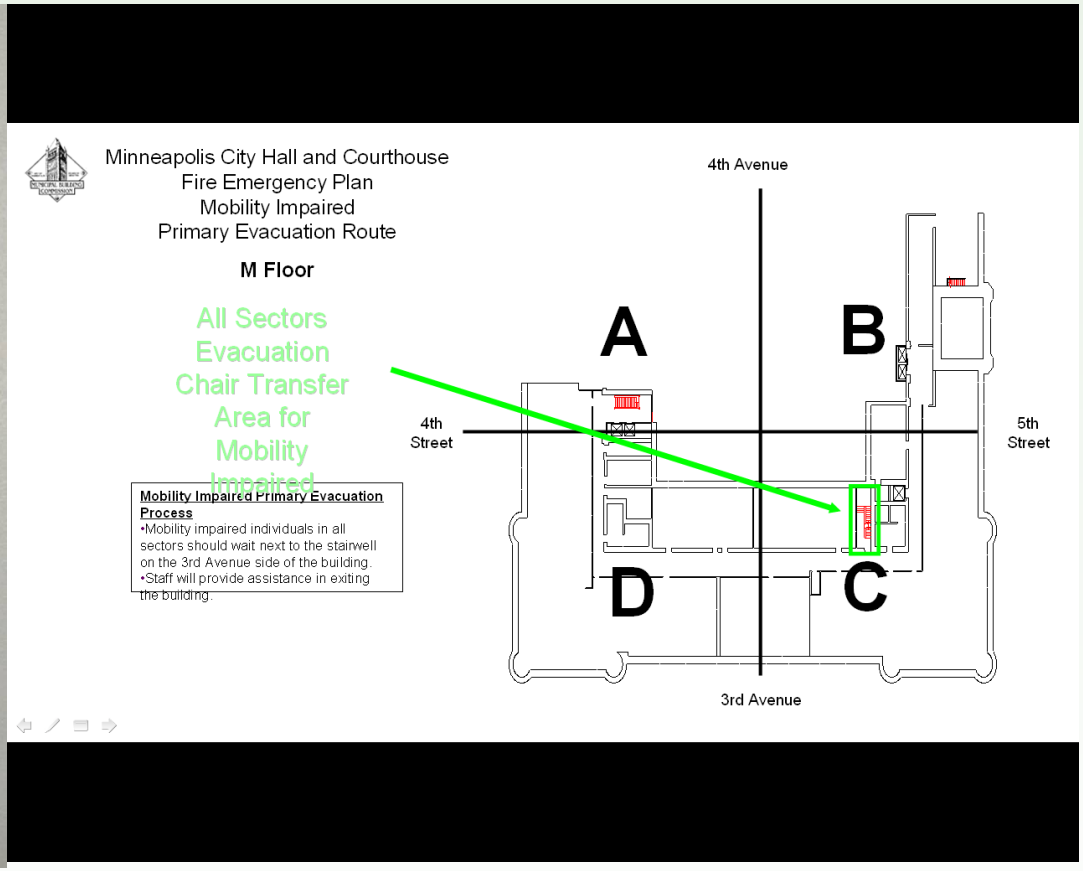
Alternate Evacuation Route, Sectors D & C

- 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





Mobility Impaired Areas of Refuge

- Ground Floor – Middle Stairwell on 3rd Ave Side (By Room 21A and 3rd Ave Exit).
- First Floor – Middle Stairwells on 3rd Ave and 4th Ave Sides. (Stair 1 and Stair 1-1C).
- Second Floor – Middle Stairwells on 3rd Ave and 4th Ave Sides.
- Third Floor – Middle Stairwell on 3rd Ave side.
- Mezzanine – Stairwell on 3rd Ave side (corner of 5th Street side).

On the day of the fire drill…



Floor Monitors should:

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.

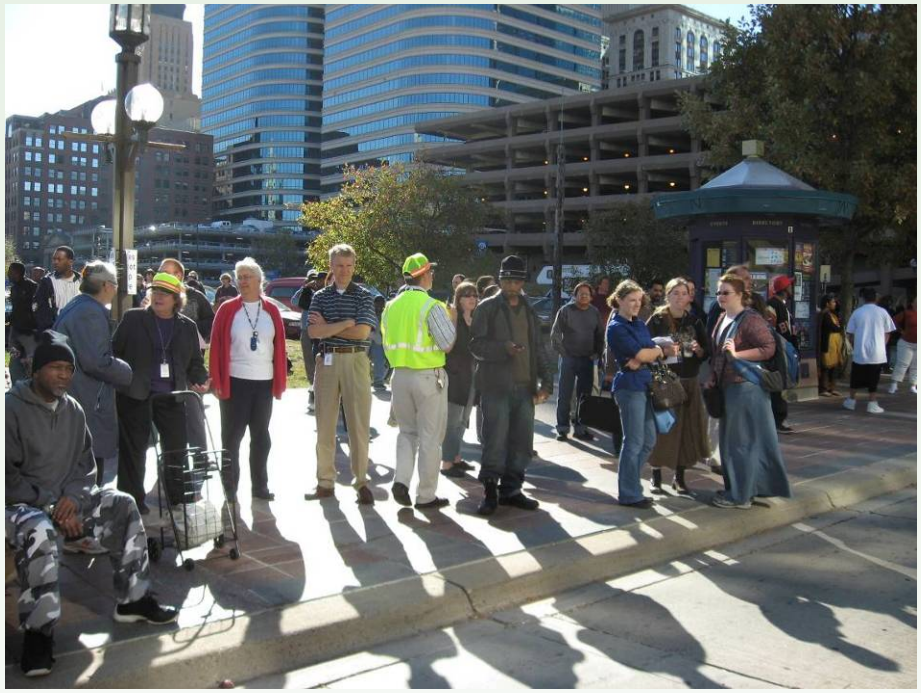
Report anyone remaining in the building to Security or MBC.

Direct people exiting the building, “Go left or right, cross at the light!”

Wait at Assembly Point for further directions and 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 at Assembly Point to report any problems.
- Check for the flag at the assembly point:
  - **RED FLAG – Drill Still Active.**
  - **GREEN FLAG – Safe to Re-enter the Facility.**

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: _____

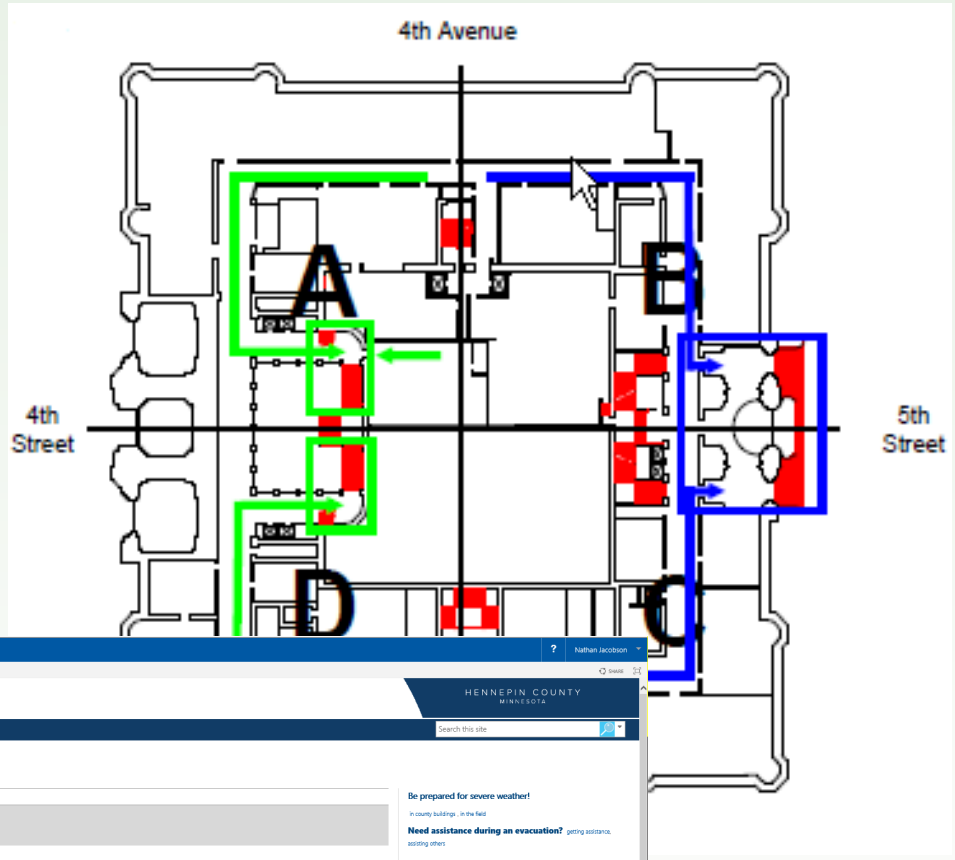
Floor Monitor Response	**Yes**	**No**
1. Were an adequate number of Floor Monitors available to assist the evacuation?		
2. Did Floor Monitors wear high-visibility garments?		
3. Did Floor Monitors search their area before leaving?		
4. Did Floor Monitors direct employees and visitors to designated evacuation 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?		

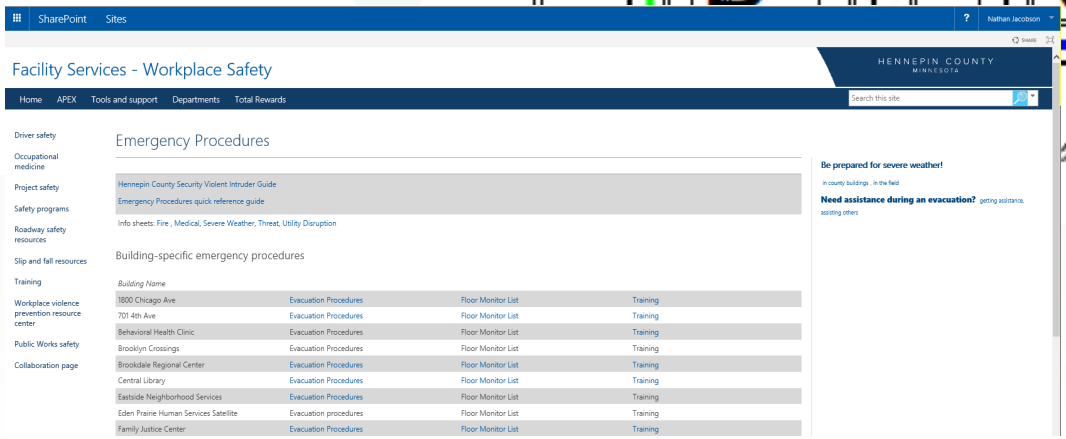
Comments on Floor Monitor response: **Went great!**

Emergency Information on the Intranet

http://municipalbuildingcommission.org/application/files/6914/3958/3260/Fire_Evacuation_Routes_by_Floor.pdf







Medical Emergencies

MEDICAL EMERGENCIES – Always call 911 from the scene and then call security to notify them of the emergency. MBC security staff are trained Emergency Medical Responders (EMR's).

AED LOCATIONS – AED's (Automated External Defibrillator) are located on each floor of City Hall:

- Basement – AED next to elevators 3 & 4 as well as South end of building shops.
- Ground Floor – AED at the Security Desk and across from the elevator by Rm 36.
- First Floor – AED near 5th street entrance.
- Second Floor – AED near room 200.
- Third Floor – AED outside of council chamber Rm 319.
- M Floor – AED by RM 330M off elevators.



Suspicious Activity

IF YOU SEE SOMETHING – SAY SOMETHING

MBC Security – 612-596-9521

Hennepin County Security – 612-348-5111

- Unattended bags / packages
- Suspicious Activity
  - The person just doesn't fit in with the surroundings
  - Asking strange questions – probing for information
  - Making threating statements or comments
- Something that is out of place with an area that shouldn't be

In Closing

Questions?



Thank you for serving as an Emergency Floor Monitor