



MBC SECURITY SHELTER-IN-PLACE POLICY

4/5/2021

Civil unrest can happen at any time. MBC Security has had extensive experience when dealing with all types of unrest, and it is extremely unlikely that any type of violent unrest will spill into the interior of City Hall. That said, if on the outside chance that such an event occurs, please observe the following guidelines.

Shelter-In-Place

For your safety, do not exit the building. MBC Security advises all City Hall personnel Shelter-In-Place until which time that the unrest dissipates.

1. Go to the nearest room or office and Shelter-In-Place.
2. Close, lock, and barricade the door.
3. Cover the door windows.
4. Turn out the lights.
5. Keep quiet and act as if no one is in the room. Place your cell phone on silent.
6. DO NOT answer the door. Hide behind large objects and stay out of view.
7. Notify the 911 operator/dispatcher and Security.
8. Notify the 911 operator/dispatcher of the following information:
 - a. Your Name
 - b. Your location (be as specific as possible)
 - c. That you are Sheltering-In-Place due to a disturbance inside of City Hall.
9. Wait for police and/or security to assist you out of the building. Do not leave until directed to do so by law enforcement.