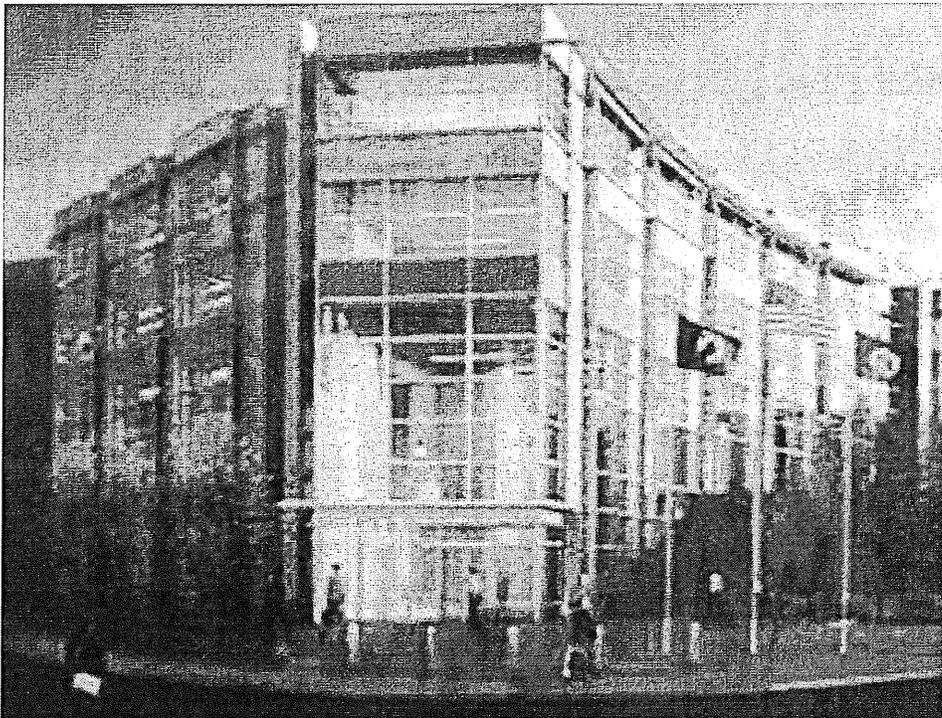


# Minnesota Senate Building



## Emergency Operations Plan

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## PURPOSE

The purpose of this plan is to establish procedures designed to safeguard Minnesota Senate Building employees and visitors. This is a general plan intended for all employees and visitors.

This plan provides guidelines for responding to emergencies that could affect the occupants of the Minnesota Senate Building. The building emergency personnel are a vital part of this plan. Not all emergencies fall within the parameters of the written plan. Your preparedness, awareness and self-discipline are the key to an orderly and effective response to an emergency.

This plan provides a chain of command to disseminate emergency information and an organized procedure for relocating or evacuation of all, or part of, the building during an emergency.

There are two choices to make during a building emergency: evacuate or relocate.

Emergencies that require an evacuation:

- Smoke or Fire
- Bomb threats
- Toxic chemical spills
- Floods
- Building mechanical malfunction
- Acts of terrorism

Emergencies that require relocation:

- Severe weather
- Tornadoes
- Blizzards
- Civil disturbances/ demonstrations
- Medical emergencies
- Electrical, gas, sewer or water problems
- Hostage situation
- Act of terrorism

## **CAPITOL COMPLEX SECURITY**

Capitol Complex Security provides continuity of emergency functions within the Capitol Complex. This includes the responsibility for implementing emergency procedures for the safety of employees and visitors and protecting property on the Capitol Complex. Capitol Security should be notified of any emergency. After 5:00 pm a Capitol Security Officer must open doors to allow emergency response personnel into the building.

## **BUILDING EVACUATION**

In the event it becomes necessary to evacuate the Minnesota Senate Building, all employees will quickly and calmly exit the building using the closest emergency exit door. Every effort will be made by employees to assist persons with access and functional needs during an evacuation.

The Administrative Building Parking Ramp on the east side of the MSB and Parking Lot C to the west of MSB is designated as the primary assembly area in the event of an evacuation. All employees will gather, remain in this area while their supervisors perform accountability and await further instruction from State Capitol Security. In the event of inclement weather, the assembly area is the lowest level of the Minnesota Senate Building parking garage.

State Capitol Security will conduct a sweep of the building in attempt to locate the cause of the evacuation, and they will also deactivate all electronic door locks. It is imperative that all employees leave the building so that security officers may quickly perform their duties.

## **FIRE**

The fire alarm is the signal to evacuate.

In the event of a fire, locate and pull the lever of a fire alarm. When evacuating the building, ensure that others have heard the alarm and are able to evacuate. If the fire alarm is activated, exit the building using the emergency exits and proceed to the assembly point. Elevators are not to be used during fire alarms. Do not stand in drive lanes or parking lots. If time permits, employees should close office doors as they leave.

Only employees familiar with the use of fire extinguishers will attempt to fight small fires and will do so only after the fire alarm has been activated. Employee firefighting will be stopped if smoke or fire starts to block the employees' escape route. Do not fight the fire if it is large, if there is a lot of smoke, or if your exit could be blocked.

Employees should immediately report any fire or missing safety equipment immediately to State Capitol Security (651)296-2100. It should be noted that pulling a fire alarm box will automatically notify Capitol Security.

When safe to do so, Saint Paul Fire or Capitol Security will give the all clear to return to the building.

For fire prevention close fire doors, keep the aisles in office areas clear and stairways free of obstructions. Report burned out EXIT lights to the Senate Sergeant-at-Arm's office (651)296-7514. Identify flammable materials in your area and check for proper storage.

### **SEVERE WEATHER**

In the event of severe weather, Capitol Security will monitor the situation. Notice of weather related threats; e.g. tornados, severe storms or blizzards are initiated by the National Weather Service (NWS). National Weather Service broadcasts are monitored by Capitol Security. In the event the Minnesota Senate Building becomes endangered by a storm, Capitol Security will issue relocation orders by way of the building Public Address System if the system. If the Public Address System is not available Capitol Security officers will notify staff and clear the building.

Employees and visitors should move away from windows and exterior doors and relocate to the lowest level of the MSB parking garage. If time permits, doors and drapes may be closed; protective coverings placed over computers and other office equipment.

The State Patrol or Capitol Security will give the all clear to return to the building.

If a weather emergency is declared, notice will be provided to Senators and staff by posting on the Senate website ([www.senate.mn](http://www.senate.mn)) in the space where the notice of Senate adjournment is provided, just above the "Welcome to the Minnesota Senate" banner. Additionally, the Senate Public Information recorded telephone message, which is reached at 651-296-0504, will provide a statement of the closure, and notice will be provided to subscribers to the Senate Twitter account (@MNSeninfo).

The following is the Senate Rules Committee adopted Severe Weather Emergency Policy.

#### **2.47 Severe Weather Emergency Policy**

##### **Policy**

When severe weather affects the Capitol area, the Secretary of the Senate will confer with the majority and minority leader, or their designees. If conditions warrant closure of Senate offices, the Secretary of the Senate will declare a weather emergency. The Secretary will notify all

department heads and will post a notification of the emergency on the Senate's website. After a weather emergency has been declared, Senate offices will be closed and employees who do not report to work or who are sent home from work after the emergency has been declared may be paid as provided in this policy.

### **Procedure**

Employees who do not report to work due to a weather emergency shall be paid for the regularly scheduled hours occurring during the period of the weather emergency. Employees may not receive or claim more than eight hours of compensation or work time for each scheduled work day occurring during a weather emergency. Employees who report and who are then sent home due to a weather emergency shall not be paid for more than their regularly scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation. Employees who are using approved sick or pre-arranged vacation leave during a weather emergency shall not have such leave time restored to their balances.

Adopted by the Committee on Rules and Administration, January 15, 2014.

If the out-door emergency siren system sounds, employees and visitors will proceed to shelter in the lowest level of the MSB parking garage. The siren system is tested on the first Wednesday of each month at 1:00 PM.

### **CIVIL DISTURBANCES / DEMONSTRATIONS**

If a disturbance occurs or is about to occur, immediately contact Capitol Security (296-2100) and the Senate Sergeant-at-Arm's office (651)296-7514 and inform them of the situation.

Employees should remain calm and take no action to aggravate the situation.

Advise employees to avoid the area and remain in their office area or work stations until further notice.

Employees should not discuss the event with the news media but refer all questions to Capitol Security.

## **BOMB THREAT**

In the event a bomb threat is received by phone, the receiving employee will fill out a bomb threat card provided by State Capitol Security as completely as possible. Additionally, the receiving employee should:

- Attempt to keep the caller on the phone as long as possible
- Pay particular attention to background noises
- Listen closely for indicators of sex (male or female), voice characteristics (calm, excited, etc.), accents, and speech impediments

Report the threat immediately to Capitol Security (651)296-2100 and the Senate Sergeant-at-Arm's office (651)296-7514. Capitol Security will determine whether to search or evacuate the building. This determination is made on the basis of a non-specific vs. an immediate threat.

If the threat is determined to be non-specific, all employees will check their work areas for anything that is suspicious or out of the ordinary. The State Patrol and Capitol Security will search all public areas.

If the threat is determined to be immediate, State Patrol or Capitol Security will initiate an evacuation of the building. All employees will report to the emergency assembly area following evacuation procedures. The assembly area should be at least 300 feet away from the building.

The Senate Sergeant-at-Arms will be notified of the threat and assist in advising staff and searching their private office and work areas.

The State Patrol or Capitol Security will give the all clear to return to the building.

## **SUSPICIOUS PACKAGES**

Suspicious packages or letters are items that are out of place within the building. They may be discovered in many ways and should be treated as a live bomb or dangerous item. Some characteristics of suspicious packages and letters include the following:

- Excess postage
- Mailed from a foreign country
- Lopsided or protruding item
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor

- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

If the package or letter is unopened, follow these precautions:

- Do not open, shake or empty the contents of the suspicious envelope or package.
- Leave the room or area and close the door, and/or section off the area to prevent others from entering.

If the package or letter is opened and contains or spills an unknown suspicious substance, employees should follow these precautions:

- Do not try to clean up any spillage.
- Leave the room, close the door, and/or section off the area to prevent others from entering.
- Account for anyone who was in the area when the package or letter was open. Segregate these people and await Capitol Security.
- Capitol Security will coordinate the decontamination and treatment of employees with other responding emergency agencies.

Employees should immediately report any threat or suspicious packages to Capitol Security (651)296-2100 and the Senate Sergeant-at-Arm's office (651)296-7514.

### **WORK PLACE VIOLENCE**

Because of the location, number of employees, and function of the Minnesota Senate Building, it may become a target for work place violence. Employees must be vigilant for suspicious people, activity, or packages in the area around the Minnesota Senate Building. Notify Capitol Security at (651) 296-2100 of any violent acts or suspicious behavior.

## **ACTIVE SHOOTER**

### **Summary of Policy/Process**

This information is to be reviewed prior to an incident. It is not intended to be a step-by-step guide during an incident.

This process describes how employees should react to an active shooter or hostile intruder.

An active shooter or hostile intruder incident can occur under a variety of circumstances, so no guidelines can cover specific actions to take in every situation. Even so, being familiar with these guidelines can help you to plan your own survival strategy for a variety of incidents.

### **Background**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

In most cases, active shooters use firearms (s) and there is no pattern or method to their selection of victims.

A hostile intruder is a person who presents a threat of damage to property, personal injury or death to staff and/or members. They may or may not have a weapon.

Capitol Security personnel are not armed and cannot neutralize a shooter. To the extent possible, they will respond to the area to assist with any immediate medical needs, evacuation procedures, and be the eyes and ears for responding State Trooper and Local Law Enforcement.

Never assume that someone else has reported the possible threat.

State Troopers and Local Law Enforcement will deploy to the area of an active shooter with the primary goal of stopping the shooter. Employees who encounter an active shooter or hostile intruder should adhere to the following guidelines.

Quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

The Department of Homeland Security has established three possible actions to take:

#### **Run**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

#### **Hide**

- Hide in an area out of the active shooter's view.

- Block entry to your hiding place and lock the doors.

#### **Fight**

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression throw items at the active shooter.

#### **Possible Threat**

If an employee receives a potential threat, such as verbal abuse or suspicious activity, to employees or the building, they should take the following actions:

If your supervisor is available:

- Notify your supervisor of what you witnessed. Provide a detailed description of the possible threat.
- The supervisor will notify Capitol Security of the situation.

If your supervisor is not available:

- Contact Capitol Security (651)296-2100 and the Senate Sergeant-at-Arm's office (651)296-7514.

#### **Confirmed Threat**

If an employee sees or hears activities, such as a weapon or the threat of a weapon, that threatens employees or the building, they should take the following actions:

- Call 911, push the panic button if there is one in the area, and/or call Capitol Security (651)296-2100. If you are in the parking ramp, push one of the panic buttons.
- Alert your coworkers while moving yourself to a safe location.

#### **Armed or Hostile Intruder**

- Do not confront or try to apprehend the intruder.
- If you are able to do so safely leave the area where the shooter is located.
- If you are not able to leave the area staff members should lock/barricade themselves in a safe location. If possible cover any windows or openings that have a direct line of sight into the hallway. Barricade the doors with desks, tables, etc.
- Tell as many people as possible to move to a safe location.
- Lock all doors, close all blinds or curtains and turn off the lights. Stay away from the windows. Do not try to "see what's happening."

- Try to remain calm and call 911, if possible.
- If you are unable to speak, leave the phone line open so that dispatchers can hear what is taking place.
- Do not sound the fire alarm (unless there is smoke and/or a fire). A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Call Capitol Security (651-296-2100). Be prepared to advise the dispatcher with the following information:
  - Your location
  - Your name
  - Number of people with you
  - Any information (identity, description, location, weapons) you have on the shooter
- Keep everyone together and quiet.
- Do not respond to voice commands (unless verified by law enforcement).
- If the fire alarm goes into alarm exit the building with caution.
- Remain in the safe location until advised by law enforcement personnel to exit. Law enforcement will specifically identify themselves when clearing the building.
- If you cannot escape or hide, you must decide to fight the shooter.
- Try to overpower the shooter with force.
- Attempt to incapacitate the intruder.
- Act with physical aggression.
  - Use Improvised weapons.
  - Commit to your actions.

If an active shooter catches you in the open:

- If you are caught in an open area, such as a hallway, cafeteria, adjacent to the parking ramp, etc., you must decide what to do in your best judgment.
- Try to hide, make sure it is a well-hidden space, you may be found as the intruder moves through the building or area looking for victims. Take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If you think you can safely make it out of the building or area by running do so. If you decide to run attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person(s). Once outside use trees, vehicles and other objects to

block you from the intruder's view. When away from the immediate area of danger, get help and warn others.

- Your last option if you are caught in an open area in a building will be to fight back. This is may be your last option and commit to your actions.

### **Exiting a Building Safely**

- Have a route planned before attempting to leave.
- Do not attempt to carry anything with you while fleeing
- Move quickly and keep your hands visible as you exit the building.
- Do not attempt to treat or remove injured people, but note their locations so that you may provide that information to emergency responders.
- Proceed to a safe location, but do not leave the general area. Keep in mind that the entire area is still a crime scene, and officers will need to obtain information from you before you leave. Remain at whatever assembly area is designated until you are released.
- At all times, comply with commands from law enforcement officers.

### **What to Expect from Responding Officers**

Police officers responding to an active shooter may be wearing regular uniforms or may have special tactical gear, but will be clearly identified as law enforcement officers. Responding officers are trained to proceed immediately to the area where shooting is taking place.

If you are injured, the first officers will not stop to assist you. Their mission is locate the shooter. As soon as the scene is safe officers and/or tactical medics will follow to provide medical assistance.

- Remain calm and comply with all commands from law enforcement officers.
- Keep your hands visible at all times.