



## **Municipal Center Meeting Room Emergency Procedures**

Visitors to the Municipal Center may encounter emergencies that require immediate action. In each of these cases, users of the Municipal Center meeting rooms should take immediate action to ensure their own safety. The city recommends that the meeting organizer point out the shelter areas and evacuation routes to all attendees at the beginning of each meeting. Maps of these routes are posted in each of the meeting rooms.

### **Evacuation**

In the event of the activation of the building's fire alarm system, meeting attendees shall use the nearest evacuation route to exit the building. Once outside the building, visitors should proceed to the surface parking lot at 141 Aurora Avenue (NE corner of Aurora Avenue and Webster Street). Visitors should not return to the building for any reason until given an all clear to do so by emergency personnel.

### **Relocation**

Relocating may be required for various emergency situations. In the event of a tornado or potential severe weather, meeting attendees shall evacuate to designated shelter locations in the lower level of the building. Visitors unable to get to the designated shelter location should find an area towards the center of the building or in a corner with minimal windows.

### **Sheltering in Place**

In the event of a situation that may result in harm to the health and safety of visitors, such as a chemical release or hostile or suspicious person, visitors should try to first evacuate the building as soon as possible and seek an area of shelter elsewhere. For visitors not able to evacuate, they should seek shelter by moving from harm or sheltering in place.

### **Returning to the Municipal Center**

Occupants should follow the direction of emergency responders before re-entering the Municipal Center following an emergency.