EMERGENCY PROCEDURES

Minneapolis Institute of Art

Notify Security Control at

EXT. 5555*

MEDICAL EMERGENCY

- **Call 911 and notify Security Control at Ext. 5555*.**
- Security personnel are trained and will administer first aid.
- Do not move the person unless he or she is in danger.
- Avoid leaving the person except to call for help.

FIRE

- **Activate fire alarm and notify Security Control at Ext. 5555*.**
- Extinguish fire if safe to do so, and you are trained to operate the extinguisher.
- If unable to extinguish, evacuate according to procedures below. Alert others as you exit.
- Close doors behind you to confine the fire, and move a safe distance away from building.
- Do NOT use elevators.

BUILDING EVACUATION

- **Listen carefully for instructions via the PA system.**
- Shut down any hazardous operations, and leave quickly.
- Encourage others to leave while exiting.
- Please take responsibility for your guest(s).

BUILDING LOCKDOWN

- **Listen carefully for instructions via the PA system.**
- Remain within the designated safe area until the "all clear" message has been given

SEVERE WEATHER

- **Listen carefully for instructions via the PA system.**
- Follow Security's directions to safe areas. Do not leave safe areas until instructed by Security.
- Do NOT use elevators.
- Stay away from exterior walls and glass. Crouch along interior walls and cover your head.

PERSONAL THREAT

- If you are threatened, or if you witness a personal threat, **notify Security Control at Ext. 5555*,** or contact the nearest security representative.
- If near a fire alarm, pull to activate alarm.
- Attempt to put distance between you and the person threatening you.

SUSPICIOUS PERSON

- Do NOT confront the person.
- **Discreetly notify Security Control at Ext. 5555*.**

SUSPICIOUS PACKAGE

- Do NOT touch or move package.
- Leave the immediate area and **notify Security Control at Ext. 5555*.**

*In the event of a phone outage, please dial 612-870-6579 on your mobile phone to reach Security Control