

MINNEAPOLIS INSTITUTE OF ART

Policy/Procedure Name:	Facility Lockdown Procedure
Departments/Staff Responsible:	Security, All Staff
Effective Date:	March 2011
Revised:	July 16, 2018

PURPOSE

Provides instructions for how to inform all staff, visitors, volunteers, and guests about a serious, non-weather related threat to their safety that requires them to remain in the building.

RELATED POLICIES & PROCEDURES

- Building Evacuation & Communication for Staff & Volunteers
- Chain of Command for On-Site Emergency Situations
- Winter Storm and Emergency Building Closure

FREQUENCY

Anytime a serious public safety threat (e.g. weapon-wielding individual) is present in the museum, on the arts campus, or in the neighborhood, and it has been confirmed that people need to remain in the building and be directed to a safe place within the museum.

PROCEDURES & INSTRUCTIONS

If a staff member becomes aware of a serious public safety threat, they should first call 911, and if possible, the security emergency number, ext. 5555.

SECURITY STAFF

- Control Room Staff
 - Will place a 911 call.
 - Will initiate a facility lockdown announcement over the zoned PA system using the pre-recorded message. Should the pre-recorded message system fail, the following language should be used over the PA system: ***“Attention! We have a building emergency requiring lockdown. Follow building lockdown instructions, and proceed to your designated safe area. Visitors should follow all directions from Security staff or other Mia staff members.”***
- Security Director, Associate Security Director, Assistant Security Director, and/or Shift Captain will inform guards what areas to avoid, if any, and alternative areas to use.
- Door Security Patrol Officers (SPOs):
 - Will secure entry doors if threat is external to the museum, and access will be restricted.
- Gallery SPOs:

- Will instruct staff to remain in or return to their office or workspace (if safe to do so), lock the door where possible, and remain there until the all clear is sounded.
- Will immediately direct (either by word of mouth, public address announcement, or through amplification of hand-held portable radio transmission) visitors, staff, and volunteers in public spaces to the designated areas of safe refuge on each floor and instruct them to remain there until the all clear is given. Designated safe areas are as follows:
 - **Basement:** Staff should remain in basement areas should a lockdown be ordered. Also, if safe to do so, staff may travel to the McKim, Mead, & White and Target Wing basement areas from other floors to take shelter.
 - **Ground floor:** Studios in Community Commons, back-of-house office spaces, loading docks
 - **2nd floor:** Pillsbury Auditorium, freight elevator lobby, 24th Street entrance bathrooms, Target Wing 2nd floor facilities room near elevator, Gallery 202B, Target Gallery scheduling storage; Target Galleries
 - **3rd floor:** Villa Rosa area, East and West Penthouses, Reception Hall, Events storage room across from kitchen
- Perimeter Security Staff
 - Will watch for law enforcement personnel and assist them by sharing information and **directing them to the emergency kit located in the ramp security office.**
 - Will use prudent judgment regarding their personal safety while assisting law enforcement.
 - Will access Mia video system on ramp computer for law enforcement use.
- Ramp Security
 - Will direct all guests in the ramp to return to their vehicles and remain there with their doors locked, or
 - Will direct guests in the ramp to return to their vehicles and drive away from the ramp, if safe to do so.
- When authorized by appropriate law enforcement officials, Security Control will initiate the “all clear” announcement using the pre-recorded message. If that system is unavailable, the following language should be used over the PA system: **“All Clear - Attention, this is an all clear alert. Please return to your work area or station.”**

STAFF AND VOLUNTEERS

Once the lockdown is announced:

- Remain in your office (with the door closed and locked if possible), or return to your office if safe to do so. Otherwise, stay away from the windows.
- If the office door cannot be locked, attempt to block the door with a piece of furniture or whatever is available.

- If the office has outside windows, take shelter in a nearby office that does not have windows, if it is safe to do so.
- If your office is not safe, proceed to the nearest safe place as noted below or as directed by security staff. If the room is ordinarily locked, security personnel will provide access to the room.
 - **Basement:** Staff should remain in basement areas should a lockdown be ordered. Also, if safe to do so, staff may travel to the McKim, Mead, & White and Target Wing basement areas from other floors to take shelter.
 - **Ground floor:** Studios in Community Commons, back-of-house office spaces, loading docks
 - **2nd floor:** Pillsbury Auditorium, freight elevator lobby, 24th Street entrance bathrooms, Target Wing 2nd floor facilities room near elevator, 202B, Target Gallery scheduling storage, Target Galleries
 - **3rd floor:** Villa Rosa area, East and West Penthouses, Reception Hall, Events storage room across from kitchen
- If none of the above is possible, stay away from the windows and out of the line of sight from the outside.
- All guests and staff should remain in the locations to which they have been directed by Security until the “all clear” announcement is broadcast over the PA system: ***“All Clear – Attention, this is an all clear alert. Please return to your work area or station.”***