



Municipal Center Meeting Room Emergency Procedures

Initial Actions

Visitors of the Municipal Center may encounter emergencies that require immediate action.

Emergencies may include:

- Tornado or other storm warning
- Fire and smoke report
- Hostile or suspicious person

In each of these cases, guests 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 exits to all attendees at the beginning of the meeting.

General Actions

Evacuation

When fire and smoke is reported, occupants should evacuate the building and remain in the upper parking deck unless otherwise directed by emergency responders, building security staff or city employees. Once evacuated, please stay away from exits and roadways to allow quick access for emergency workers.

Shelter

Occupants may be sheltered in place for tornado warnings or threat by hostile persons. If the meeting organizer determines that it is too hazardous to evacuate, he/she may choose to have occupants shelter in place or in designated shelters on the first floor of the Municipal Center.

Muster areas

Areas of refuge in the Municipal Center include interior offices, interior stairways, the exercise room and lockers and the archives area. For tornadoes, the preferred areas of refuge are interior stairways and the lower level rooms. Locations near the Municipal Center that may be used for refuge include the Township Building on Water Street, Nichols Library on Eagle Street and the Rubin Center on Jackson Street. Outdoor

areas of refuge include the upper parking deck, the shelter near the Dandelion Fountain, and the Naperville Riverwalk Grand Pavilion on Jackson Street.

Concluding Actions

Returning to the Municipal Center

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